


Government
Publications



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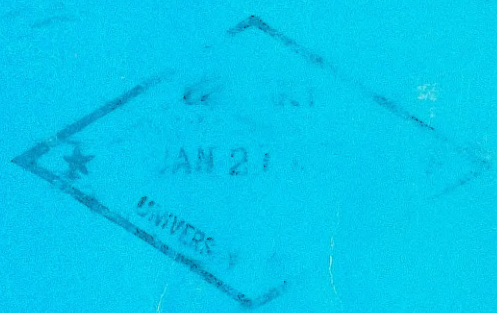
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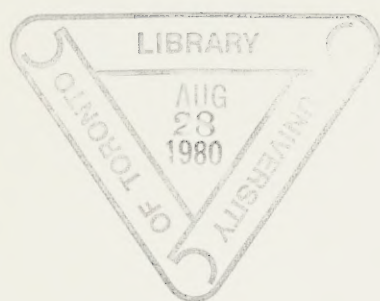
INDEX OF STATISTICAL FILES
IN THE
ONTARIO GOVERNMENT
1975

9057



Ontario

Ministry of Treasury
Economics and
Intergovernmental
Affairs



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INDEX OF STATISTICAL FILES IN THE ONTARIO GOVERNMENT 1975



Ontario

THE HONOURABLE W. DARCY McKEOUGH, Minister of Treasury
Economics and Intergovernmental Affairs

A. RENDALL DICK, Deputy Minister

PREFACE

This Index of Statistical Files in the Ontario Government is the revised second edition. It is the result of an increasing demand for such a reference work. In the process of revision, we removed 13 listings that had become obsolete, modified 56 old listings and entered 42 new ones. As a result, 41 per cent of this edition's listings are wholly or partly new.

On the basis of last year's experience, we believe that this Index will continue to be useful to information officers, researchers and others who need statistical information from the Ontario Government. In the pages that follow, readers are introduced to a simple and easy method of finding out what files exist on a given subject, what those files contain and which ministry has them.

Future editions of this Index will be modified and expanded according to the needs and wishes of the users.

We are most grateful for the co-operation and help provided by the ministries and agencies whose files are listed here.

Readers who have suggestions for improvements in future editions of this Index are cordially invited to write to Mr. S.N. Sharma, Ontario Statistical Centre, 9th Floor, 56 Wellesley Street West, Toronto, Ontario.

November 1975
Ontario Statistical Centre
Central Statistical Services

HOW TO USE THIS INDEX

This Index contains listings (or "abstracts") of files (physically, it may be a whole body or series of files) available in some ministry or agency of the Ontario Government.

Each listing contains these points of information:

- the name of the ministry or agency;
- the branch where the file is kept;
- a summary of the file content and its objective;
- the approximate number of records contained in the file;
- the mode of storage (such as paper, punch card, computer tape);
- the "key identifier" or chief means by which entries in the file are identified for purposes of retrieval. For instance, the file on exhaust emission from cars is "keyed" in three ways - by model year, manufacturer and engine displacement.

To find out what files exist on a given subject, first consult the index, which begins on page 1. After each listing you will see one or more code designations consisting of two capital letters and a number. For instance, files on timber are listed this way:

Timber

scaling, NR10

utilization and production, NR11

The capital letters of the code (in this case NR) indicate the agency that keeps the file (in this case, Natural Resources). It also indicates the general section of the catalogue where the relevant abstracts can be found. The abstracts are grouped by ministry or agency, each of which is assigned a specific code. These code groups are arranged alphabetically in the catalogue. For a handy reference, the codes are listed on page IV.

In this instance, then, you would turn to section NR, page 10 (simply headed "NR10") to see what records are kept by the Natural Resources Ministry on timber scaling. Next you would turn to page NR11 to see what files exist on the utilization and production of timber.

Cross references are also used in the index to help you find the correct listing. For example the cross reference

Agricultural Produce - see Agriculture - production

will refer you to the full indexing of the subject Agricultural production.

TERMS USED IN THIS INDEX

A statistical file contains the records of all data collected by ad hoc surveys and continuous surveys (monthly, quarterly, annually) used to assist in research and development, policy planning, drafting legislation and other purposes. Such a file comprises the original source documents - that is, it is not in derived form. Some files listed in this catalogue are not statistical files in this sense but are files of statistical aggregates derived from administrative records.

Statistics, as used above, means facts or numerical data assembled, classified and tabulated to present significant information about a given subject.

Data means facts or figures from which statistics can be inferred.

File Objective is the description of the use to which the data in the file is put, in broad terms.

File Content is the general description of an organized collection of records directed toward a specific purpose and intended to help in policy planning, research and development or some other activity.

File Size is the number of records contained in a file.

A record is a collection of related information about a specific subject. For instance, the file on greenhouse-grown cut flowers contains a record on each greenhouse. Collectively, these records form one statistical file.

Key Identification refers to the major means of listing or identifying the items in a file - such as the name of the person or company or a person's Social Insurance Number.

KEY TO THE ALPHABETICAL CODE

AF	-	Agriculture and Food
AG	-	Attorney General
CI	-	Correctional Services
CR	-	Consumer and Commercial Relations
CU	-	Colleges and Universities
ED	-	Education
EN	-	Environment
GS	-	Government Services
HL	-	Health
IT	-	Industry and Tourism
LB	-	Labour
NR	-	Natural Resources
RC	-	Culture and Recreation
RE	-	Revenue
SG	-	Solicitor General
SS	-	Community and Social Services
TC	-	Transportation and Communications
TE	-	Treasury, Economics and Intergovernmental Affairs

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STATISTICAL FILE LISTINGS

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: AGRICULTURAL ENGINEERING
EXTENSION SERVICE ANNUAL REPORT

Division/Branch: Extension Branch

Objective: To provide records of activities, programs, progress, changes in Agricultural Engineering Extension programs in individual areas and on a provincial basis

Content: The annual reports of each Agricultural Engineer in Extension Branch; statistical reports and comments are made on:- drainage designs, pond designs, farm structures designs, miscellaneous designs, 4-H tractor and engineering clubs, talks, scientific papers and schools, mass media presentations

Key Identifier: By location of engineer and by name

Size: 1 compiled report and 1 report per year per engineer

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME:

ANNUAL REPORTS OF AGRICULTURAL
OFFICES BY COUNTY

Division/Branch: Extension Branch

Objective: To prepare Annual Report of
Extension Branch

To provide a record of activities,
programs, changes and progress of
extension work in each county and
district

Content:

Annual reports of each County or
District office in the Province where
an Agricultural office is located;
statistical reports and comments on:
personnel, present state of, and changes
in agricultural economy, new trends,
activities, projects, farm business
management contracts, livestock management
contracts, soil and crop management contracts,
general extension programs and activities,
4-H club statistics, analysis and
activities, junior farmers statistics and
activities, assistance provided to farmers
in Northern Ontario, mass media releases

Key Identifier: By county or district and by year

Size: 54

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOODFILE NAME: SURVEY OF PESTICIDE USE BY FARMERS

Division/Branch: Economics Branch

Objective: Aggregate data on the amount of agricultural chemicals used by farmers, the crops they were used on and the degree of control obtained by their use

Content: Four page survey schedule listing crops and chemicals

Key Identifier: Numeric code

Size: 20,000

Mode of Storage: Paper

FILE NAME: GRAIN CORN STORAGE AND CONSUMPTION
IN ONTARIO

Division/Branch: Economics Branch

Objective: To accumulate historical data on Ontario grain corn shortage, movement and consumption after publishing the results of the monthly survey monthly

Content: Summaries of one page questionnaires, separated into grain corn industry groups

Key Identifier: Numeric code

Size: 120 per month

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOODFILE NAME:DEAD ANIMAL DISPOSAL STATISTICS
- MONTHLY

Division/Branch: Veterinary Services Branch

Objective: To compile statistics re: number of
dead animals collectedTo maintain records of reports on dead
animal plants to ensure that meat from
dead animals is not processed or sold
for consumptionTo prevent the spread of disease from
dead animals by checking to see that
they are all collected after death and
from farm to farm by inspecting trucks,
plants, etc. to see that sanitary records
are adhered toContent: Aggregate data on the licensed operators
under the Dead Animal Disposal Act, monthly
statistics for the number of dead animals
collected and inspection reports on plants
and correspondence

Key Identifier: Name and address

Size: 55

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: LIVESTOCK COMMUNITY SALES

Division/Branch: Veterinary Services Branch

Objective: To provide information on sales conducted under the Livestock Community Sales Act, listing the number of animals sold and the number rejected

Content: The file contains information on the number of animals sold and rejected

Key Identifier: Name of sales barn and owner

Size: 70-90

Mode of Storage: Paper

FILE NAME: PREGNANT MARE URINE FARM

Division/Branch: Veterinary Services Branch

Objective: To provide data on number of horses maintained by farms licensed under the Pregnant Mare Urine Farms Act

Content: The file contains aggregate data on the number of horses on each farm

Key Identifier: Name and address of farm

Size: 100-125

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME:

ANIMALS USED IN RESEARCH

Division/Branch: Veterinary Services Branch

Objective: To record the number of every species
 of animal used for research in
 registered research facilities each year

 To record the number of dogs and cats
 purchased or otherwise acquired by
 registered research facilities each
 year and their source

 To record the number of dogs and the
 number of cats that in any experiment
 or surgical procedure did not recover
 from anaesthesia

 To assist enforcement of the Animals for
 Research Act

Content: Contains annual statistics reported
 by registered research facilities

Key Identifier: Name and address

Size: 75

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOODFILE NAME:VETERINARY SERVICES LABORATORY
TEST RESULTS
LABORATORY - DIAGNOSTIC

Division/Branch: Veterinary Services Branch

Objective: To provide data for a summary of workload and disease conditions found

Content: A record of submission of specimens by species and sample examined and of tests performed in each of the six laboratories

Key Identifier: Not available

Size: 6

Mode of Storage: Paper

FILE NAME:VALUE PER HEAD OF LIVESTOCK
(SEMI-ANNUAL)

Division/Branch: Economics Branch

Objective: To estimate inventory value of livestock on farms in Ontario

Content: Average value per head of livestock on farms. Aggregate data appears in Annual Report, Publication 20

Key Identifier: None

Size: 5,000 - 6,000

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: SURVEY OF PRICE CORRESPONDENTS
(MONTHLY)

Division/Branch: Economics Branch

Objective: To prepare tables showing price trends of farm products for publication in "Monthly Crop and Livestock Report"

Content: Average neighbourhood prices of field crops and livestock at the 15th of each month

Key Identifier: None

Size: 1200

Mode of Storage: Paper

FILE NAME: ONTARIO CENSUS OF FRUIT TREES

Division/Branch: Economics Branch

Objective: To produce a breakdown of fruit trees in Ontario based on type, variety, age and geographic region and also by root stock for apples

Content: This file contains data on fruit trees on farms broken down by variety, age

Available on request in reports,
I) Apples, II) Tender Fruits, III) Grapes

Key Identifier: Not recorded

Size: 8,000

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: SURVEY OF NURSERIES (ANNUAL)

Division/Branch: Economics Branch

Objective: To prepare tables for publication in "Seasonal Fruit and Vegetable Report" showing sales of fruit trees to fruit growers by variety

Content: Nursery sales of fruit trees to fruit growers by kind and variety

Key Identifier: None

Size: 246

Mode of Storage: Not available

FILE NAME: SURVEY OF MILK CONTAINERS

Division/Branch: Economics Branch

Objective: To provide a summary to retail milk packages by size and type in the 5 major markets of Ontario for publication in the "Monthly Dairy Reports"

Content: This file contains data describing the types of containers in which milk is sold in Ontario
(refer to ministry form D 147)

Key Identifier: None

Size: Not recorded

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOODFILE NAME: SURVEY OF GRAPE-GROWERS

Division/Branch: Economics Branch

Objective: To obtain general information about grape-growers operations

Content: Information concerning size of operation, varieties grown, plantings, removals and general information about the grape-growers operation

Key Identifier: Name and address

Size: 2000

Mode of Storage: Not available

FILE NAME: SURVEY OF CROP CORRESPONDENCE - MONTHLY

Division/Branch: Economics Branch

Objective: To prepare tables showing crop conditions and estimates of yield for publication in "Monthly Crop and Livestock Report"

Content: Data on crop conditions, estimated of yields,

Key Identifier: Numeric code

Size: 1800

Mode of Storage: Paper

FILE NAME: SEMI-ANNUAL SURVEY OF FARMERS

Division/Branch: Economics Branch

Objective: To prepare estimates of field crop acreages and livestock inventories on on a county basis

Content: Aggregate data on field crop acreages, livestock numbers by class and age, etc. Available in Annual Report, publication 20, "Agricultural Statistics in Ontario"

Key Identifier: Numeric code

Size: 34,000

Mode of Storage: Computer tape

MINISTRY OF AGRICULTURE AND FOODFILE NAME: RETAIL PRICE OF MILK BY CONTAINER TYPE

Division/Branch: Economics Branch

Objective: To prepare tables showing retail price of milk by container type in 38 Ontario markets for inclusion in "The Monthly Dairy Report"

To indicate pricing trends between jug stores, chain stores, home delivery, etc. in major market areas

Content: This file contains data on the retail price of milk in various types of outlets by container type, in 38 Ontario markets. Available in the publication, "Monthly Dairy Report"

Key Identifier: Not recorded

Size: 200

Mode of Storage: Paper

FILE NAME: MONTHLY CREAMERY AND CHEESE FACTORY SURVEY

Division/Branch: Economics Branch

Objective: To prepare statistics concerning production and stocks of butter, cheese and whey butter. Available in the publication "Monthly Dairy Report"

Content: Contains data on the production and stocks of cheddar cheese, creamery butter and whey butter

Key Identifier: Not recorded

Size: 140

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: MONTHLY DAIRY SCHEDULE

Division/Branch: Economics Branch

Objective: To prepare the statistics concerning the sales of milk and cream by type, by area and by container size. Available in the publication "Monthly Dairy Report"

Content: Data on the sales of milk by licensed distributors by area, class of milk and container size

(refer to ministry form D 147)

Key Identifier: None

Size: 245

Mode of Storage: Paper

FILE NAME: INSURANCE CONTRACTS (CROP)

Division/Branch: Crop Insurance Commission of Ontario

Objective: To provide data to underwrite an insurance contract, and to use in statistical analysis and in actuarial calculations

Content: Records of individual crop insurance contracts; up to 22 insurance plans presently available

Key Identifier: Contract number

Size: 20,000

Mode of Storage: Paper, punch card and computer tape

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: EXTENSION BRANCH ANNUAL REPORTS

Division/Branch: Extension Branch

Objective: To provide a record of the activities, programs, changes and progress of the Extension Branch from inception to present

Content: Compiled report of Extension Branch activities for each fiscal year based on the reports from each of the 54 individual county or district agricultural offices

Key Identifier: By year

Size: Not available

Mode of Storage: Paper

FILE NAME: ONTARIO FARM ACCIDENTS

Division/Branch: Extension Branch

Objective: To provide data for accident prevention education, eg. news releases, radio, T.V.

Content: Data on 1960 Ontario Farm Accident Survey, statistics from selected county accident surveys 1965-1968 and accidents occurring to farm employees under Workmen's Compensation Act 1966-1970

Key Identifier: None

Size: Not recorded

Mode of Storage: Paper

MINISTRY OF AGRICULTURE AND FOODFILE NAME:MEAT INSPECTION REPORTS

Division/Branch: Veterinary Services Branch

Objective: To provide information for examining carefully the diseases occurring in animals and to maintain comparative annual records to determine the statistical incidence of certain diseases and conditions

Content: Information on the ante-mortems and post-mortems on the animals inspected

Key Identifier: County and plant number

Size: 248 slaughtering plants
146 meat inspectors

Mode of Storage: Paper

FILE NAME:REPORTS TO CANADA MANPOWER CENTRE
RE: VACANCIES FOR FULL TIME FARM
EMPLOYMENT

Division/Branch: Agricultural Manpower Services

Objective: To keep the Department of Manpower and Immigration advised of the farm employment situation in Ontario

Content: Data on the type of vacancy (from farm employer request for farm help), number of vacancies (per individual request), location of job and the nearest largest centre (preferably nearest - C.M.C. office)

Key Identifier: None

Size: Not recorded

Mode of Storage: Not recorded

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: ONTARIO LEGAL AID PLAN:
ANNUAL REPORT STATISTICS

Division/Branch: Law Society of Upper Canada

Objective: To assist the management of the Legal Aid Plan in its resource allocation and control responsibilities

Content: Information by court and type of case on:
1. Workload - applications received, certificates issued, persons assisted by duty counsel, appeals, etc.;
2. Finances - fees and disbursements, recoveries, expenses

Key Identifier: Year, area

Size: 46 records per year (i.e. 1 record/area)

Mode of Storage: Computer

FILE NAME: PUBLIC TRUSTEE - ANNUAL REPORT STATISTICS

Division/Branch: Public Trustee's Branch

Objective: To assist management by providing information for planning, administrative control purposes

Content: Information on:
1. Workload - number of estates and trusts;
- assets value;
2. Investment Income; by type of estate or trust under management or supervision

Key Identifier: Year

Size: 1 record per year

Mode of Storage: Paper

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: COURTS ADMINISTRATION - STATISTICS,
ANNUAL REPORT OF THE INSPECTOR OF
LEGAL OFFICES

Division/Branch: Administration of Justice Division

Objective: To assist management by providing information
for resource allocation purposes; and
To satisfy a legislative requirement

Content: Information on:

1. Judicial Offices, (i.e. Sheriff, Local Registrar, S.C.O., County and District Court Clerk, Surrogate Registrar, Local Master, S.C.O., Crown Attorney, and Clerk of the Peace)
2. Provincial Judges (Criminal Division)
 - Number of dispositions in the Provincial Courts (Crim. Div.);
 - Fines and fees paid to the Province, and to Municipalities and the Federal Government;
3. Small Claims Courts
 - Number of claims entered;
 - Gross fees collected by Small Claims Court Officials

Key Identifier: Year, information type, location

Size: 295 records per year (i.e. 1 record/information type/location)

Mode of Storage: Paper

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: LEGISLATIVE COUNSEL - ANNUAL STATISTICS

Division/Branch: Legislative Counsel

Objective: To assist management by providing information for planning and resource allocation purposes

Content: Information on:
1. Number of bills drafted - Government Bills; Private Members' Bills;
2. Number of pages in the annual statute book;
3. Number of regulations drafted and filed;
4. Number of pages published in the Gazette

Key Identifier: Year

Size: Not available

Mode of Storage: Paper

FILE NAME: ASSESSMENT REVIEW COURT - ANNUAL STATISTICS

Division/Branch: Assessment Review Court

Objective: To assist management by providing information for planning and resource allocation purposes

Content: Number of appeals heard by the Court;
Number of sittings of the Court

Key Identifier: Year, area

Size: Not available

Mode of Storage: Paper

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: BOARD OF NEGOTIATION - ANNUAL STATISTICS

Division/Branch: Board of Negotiation

Objective: To assist management by providing information for planning and administrative purposes

Content: The number of applications received and heard by the Board concerning Land Expropriation disputes

Key Identifier: Year

Size: Not available

Mode of Storage: Paper

FILE NAME: CRIMINAL INJURIES COMPENSATION BOARD - ANNUAL STATISTICS

Division/Branch: Criminal Injuries Compensation Board

Objective: To assist management by providing information for planning, administrative and resource allocation purposes

Content: Information on:
1. Caseload - numbers of applications received, heard and dismissed, number of hearings pending;
2. Compensation - number of awards granted by type and average award

Key Identifier: Year

Size: Not available

Mode of Storage: Paper

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: ONTARIO MUNICIPAL BOARD -
ANNUAL STATISTICS

Division/Branch: Ontario Municipal Board

Objective: To assist management by providing
information for planning, administrative
and resource allocation purposes

Content: Information on:
1. Caseload - number and type of matters
handled by the Board;
2. Revenue - value of fees received by the
Board payable on various types of
applications and orders

Key Identifier: Year

Size: Not available

Mode of Storage: Paper

MINISTRY OF CORRECTIONAL SERVICES

<u>FILE NAME:</u>	<u>ANNUAL REPORT STATISTICS -</u> <u>ADULT RECORDS</u>
Division/Branch:	Administrative and Financial Services Division Administrative Services Branch
Objective:	To provide data for the preparation of the ministerial annual report which provides statistics to ministry staff for policy planning, resource deployment, etc.
Content:	Number of adult persons committed to the ministry's care classified as to age, sex, crimes, sentences, previous convictions, education and marital status, etc.
Key Identifier:	Institution name
Size:	64
Mode of Storage:	Paper

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONSFILE NAME: ANNUAL RETURNS REPORT (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data on administrative planning for public information

Content: Returns, cancellations and amendments of companies

Key Identifier: Name

Size: 153,000

Mode of Storage: Paper, computer tape and micro-film

FILE NAME: CANCELLATIONS (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data for administration and planning

Content: Cancellations of companies

Key Identifier: Name

Size: 153,000

Mode of Storage: Paper and micro-film

FILE NAME: STATISTICAL REPORT (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data for administration and planning

Content: The number and type of corporation, place of incorporation, number of active companies and number of defaults

Key Identifier: Name

Size: 153,000

Mode of Storage: Paper file, computer tape and microfiche

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONSFILE NAME:PARTNERSHIPS/PROPRIETORSHIPS
REGISTRATIONS AND DISSOLUTIONS

Division/Branch: Companies Division

Objective: To provide data on businesses for public information

Content: Registrations and dissolutions of partnerships and proprietorships

Key Identifier: Name

Size: 50,000

Mode of Storage: Paper and micro-film

FILE NAME:ANNUAL ONTARIO BIRTH REGISTRATIONS
(STATISTICAL DATA)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to births occurring in Ontario

Content: Statistical data relating to each birth registered in Ontario

Key Identifier: Birth index number

Size: 126,000

Mode of Storage: Punch card, computer tape

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: ANNUAL ONTARIO DEATH REGISTRATIONS
(STATISTICAL DATA)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to deaths of Ontario residents and visitors

Content: Statistical data relating to each death registered of an Ontario resident or visitor

Key Identifier: Death index number

Size: 62,000

Mode of Storage: Punch card, computer tape

FILE NAME: ANNUAL ONTARIO MARRIAGE REGISTRATIONS
(STATISTICAL DATA)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to marriage occurring in Ontario

Content: Statistical data relating to each marriage registered in Ontario

Key Identifier: Marriage index number

Size: 73,000

Mode of Storage: Punch card, computer tape

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: ANNUAL REPORT OF THE SUPERINTENDENT
OF INSURANCE OF ONTARIO

Division/Branch: Superintendent of Insurance

Objective: To provide a management tool;
To provide an ongoing record of
information relative to the
Insurance Industry; and
To fulfil a requirement of
The Insurance Act

Content: Annual financial statements,
statistical tables and miscellaneous
information relative to the insurance
industry

Key Identifier: Type of company and name

Size: One annual report for each year since 1878

Mode of Storage: Paper

FILE NAME: NUMBER OF CREDIT UNIONS

Division/Branch: Office of the Superintendent of Insurance
and Registrar of Loan and Trust Corporation
Insurance, Loan and Trust Corp., Credit
Unions and Cemeteries Branch

Objective: To provide data for administration

Content: The number and type of credit union, financial
reports, examination reports, by-laws,
correspondence

Key Identifier: Name

Size: 4,000

Mode of Storage: Paper

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: ANNUAL REPORT OF THE REGISTRAR OF
LOAN AND TRUST CORPORATIONS

Division/Branch: Registrar of Loan and Trust Corporations

Objective: To provide a management tool;
To provide an ongoing record of information
relative to the Loan and Trust Industry; and
To fulfil a requirement of the Loan and
Trust Corporations Act

Content: Annual financial statements, statistical
tables, and miscellaneous information
relative to the loan and trust industry

Key Identifier: Type of company and name

Size: One annual report for each year since 1887

Mode of Storage: Paper

FILE NAME: INSIDER TRADING

Division/Branch: Ontario Securities Commission

Objective: To fulfil, parts XI of Ontario Securities
Act and Sections 148 and 149 of Ontario
Business Corporations Act

Content: Data on insider, date of transaction,
month and holdings

Key Identifier: Name

Size: 20,000 reports per annum

Mode of Storage: Paper

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: MONTHLY AND ANNUAL RETURNS FROM
LAND REGISTRY OFFICES

Division/Branch: Property Rights Division

Objective: To summarize revenue and activity statistics relating to the Land Registry Offices
To allow for compilation of statistical data for present and past periods

Content: Monthly returns since January 1970 and annual returns from Land Registry Offices (There are now 65 offices in Ontario)
Annual returns from approximately 1964 to date for all offices, and for varying longer periods for some, are retained on f

Key Identifier: Annual returns - filed by year or office
Monthly returns - filed by month

Size: 4,000 monthly records
indeterminate annual records (about 2,500)

Mode of Storage: Paper

FILE NAME: PYRAMID SCHEMES - PROSPECTUS

Division/Branch: Business Practices Division
Pyramid Schemes

Objective: To maintain a record of prospectuses filed by pyramid scheme promoters

Content: Parts A and B of the accepted prospectus filed by pyramid scheme promoters

Key Identifier: Company name

Size: 214

Mode of Storage: Paper

MINISTRY OF COLLEGES AND UNIVERSITIES

<u>FILE NAME:</u>	<u>ACADEMIC STAFF AND SALARY SCHEDULE (FORM UA-1)</u>
Division/Branch:	University Affairs Division
Objective:	To provide statistical information for cost study purposes re: universities
Content:	The academic staff salaries at provincially assisted universities
Key Identifier:	None
Size:	1680
Mode of Storage:	Paper
<u>FILE NAME:</u>	<u>REQUESTS TO THE UNIVERSITIES FOR INFORMATION FROM THE COMMITTEE ON UNIVERSITY AFFAIRS (CUA-70-A to CUA-70-N)</u>
Division/Branch:	Statistics Branch
Objective:	To provide data annually to the committee on University Affairs
Content:	Information on university enrolment and operations
Key Identifier:	None
Size:	Not available
Mode of Storage:	Paper
<u>FILE NAME:</u>	<u>FEE PAYERS IN SHORT PROGRAMS</u>
Division/Branch:	College Affairs Branch
Objective:	Monthly enrolment and courses offered
Content:	Monthly enrolment in Short Programs Fee Payers in the Colleges in Ontario
Key Identifier:	C.A.B. #20 Short Programs
Size:	Not available
Mode of Storage:	Paper

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME: R.N.A. (SCHOOLS)

Division/Branch: College Affairs Branch

Objective: To compile data for Ministry of Colleges and Universities and for Annual Report

Content: Contains:

- 1) Number of students enrolled per class and annually
- 2) Number of students graduating per class and annually
- 3) Attribution rate per class and annually
- 4) Number of graduates employed per class and annually

Key Identifier: R.N.A. School

Size: Not available

Mode of Storage: Paper

FILE NAME: TRAINING-IN-INDUSTRY

Division/Branch: Manpower Training Branch

Objective: To provide data on the current status of each project

Content: A summary of the number of training-in-industry projects developed and completed since the commencement of training under the provisions of the Federal Adult Occupational Training Act and trainee data relating to participation in training on the different projects

Key Identifier: Training-In-Industry projects

Size: Not applicable

Mode of Storage: Paper

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: MANAGEMENT DEVELOPMENT PROGRAM

Division/Branch: Manpower Training Branch

Objective: Monthly enrolment reports courses offered

Content: Monthly enrolment in Management Development Programs in the colleges in Ontario

Key Identifier: M.D.P.

Size: Not available

Mode of Storage: Paper

FILE NAME: MONTHLY REPORT ON ENROLMENT IN APPRENTICE TRAINING PROGRAMS

Division/Branch: Manpower Training Branch

Objective: To provide information as needed to Manpower Training Branch and others

Content: Monthly enrolment reports for all colleges in Ontario where apprentice programs are available

Key Identifier: Apprentice training, M.T.B. #1368

Size: Records from April 1974

Mode of Storage: Paper

FILE NAME: MONTHLY REPORT ON ENROLMENT IN RETRAINING PROGRAMS

Division/Branch: Manpower Training Branch

Objective: Not available

Content: Monthly enrolment reports in retraining at the Colleges and Training Centres in Ontario

Key Identifier: Manpower training, MTB #1367

Size: Not available

Mode of Storage: Paper

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: TRAINING IN BUSINESS AND INDUSTRY

Division/Branch: Manpower Training Branch

Objective: Monthly enrolment and courses offered

Content: Monthly enrolment in T.I.B.I. programs in the colleges in Ontario

Key Identifier: T.I.B.I. enrolments, MTB #1369

Size: Not available

Mode of Storage: Paper

FILE NAME: UNIVERSITY ENROLMENT DATA UAR SYSTEM

Division/Branch: Statistical Services Branch

Objective: To provide data to determine the basic income units for paying out grants to universities and statistical data on enrolments

Content: The actual enrolment at each university by program and academic level

Key Identifier: None

Size: 41,160

Mode of Storage: Paper, punch card

FILE NAME: PART TIME COLLEGE OF APPLIED ARTS AND TECHNOLOGY (CAAT) STUDENTS

Division/Branch: Statistical Services Branch

Objective: To provide data for and the Council of Reg

Content: Specific statistical information on CAAT Part-time

Key Identifier: None

Size: Not available

Mode of Storage: Computer

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: I.S.F. (INDIVIDUAL SPECIFIC FILE)
STUDENTS

Division/Branch: Statistical Services Branch

Objective: Background and program information on full-time post-secondary students enrolled in the Colleges of Applied Arts and Technology

Content: Contains social and academic background information, program enrolments, graduation, and withdrawal information

Key Identifier: I.S.F. ST

Size: 50,000

Mode of Storage: Computer tape

FILE NAME: I.S.F. (INDIVIDUAL SPECIFIC FILE)
STAFF

Division/Branch: Statistical Services Branch

Objective: Background and salary information on staff employed by the Colleges of Applied Arts and Technology

Content: Contains social, academic and prior experience information on all staff members by employment categories

Key Identifier: I.S.F. SF

Size: 10,000

Mode of Storage: Computer tape

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME:ALLOCATION INVENTORY DATA

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide space data for input to the Capital Formula Entitlement and Allocation Model for the universities and other applicable institutions, excluding the Colleges of Applied Arts and Technology

Content: Contains net assignable square footage, building age and age/quality discount building areas for appropriate buildings at universities and other applicable institutions

Key Identifier: Institution and building code

Size: 500

Mode of Storage: Card file, computer tape

FILE NAME:CAPITAL PROJECT SUPPORT DATA
(SPACE/COST LIBRARY)

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide data for comparative cost analysis for the Universities, Colleges of Applied Arts and Technology, and other applicable institutions

Content: Contains tender costs by element, \$/gross square foot, \$/net square foot, adjusted unit costs, and % space distribution

Key Identifier: Institution and building code

Size: 1000

Mode of Storage: Paper, computer tape

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: ONTARIO UNIVERSITIES PHYSICAL
RESOURCES SURVEY

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To record and assess use of
physical resources

Content: Contains:
 1) physical resources inventory of
universities
 2) staff roster and staff location data
 3) class meeting schedule data
 4) graduate student location data
 5) building characteristics
 6) building area data, gross square
footage, net square footage
 7) room characteristics
 8) dining station use patterns
 9) reader space use data
 10) land resources inventory

Key Identifier: University code, building code, room code, etc.

Size: Not available

Mode of Storage: Computer tape

FILE NAME: SPACE FACTOR DATA - STUDENTS

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To provide data for comparative
space use analysis

Content: Contains data on the net assignable
square feet
 a) by space type/student contact hour
 b) by space type/user

Information on hrs/week of use, % station
occupancy, program and level parameters

Key Identifier: Space use type

Size: 200

Mode of Storage: Paper

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: I.S.F. (INDIVIDUAL SPECIFIC FILE)
INVENTORY DATA

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To provide space data for input to the
Campus Model for planning purposes for
the Colleges of Applied Arts and Technology

Content: Contains square footage for appropriate
buildings at the colleges

Key Identifier: Project, facility, campus, building code

Size: 300

Mode of Storage: Card file, computer tape

FILE NAME: FINANCIAL STATEMENTS OF ALL COLLEGES OF
APPLIED ARTS AND TECHNOLOGY, UNIVERSITIES,
AND RELATED INSTITUTIONS

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To provide financial information concerning
the operations and financial positions of
the above mentioned institutions

Content: Audited financial statements in the
prescribed formats

Key Identifier: Name of institution

Size: One report per year from each of the
institutions

Mode of Storage: Paper

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME:TOTAL REVENUE AND EXPENSES FOR
PROVINCIALY-ASSISTED UNIVERSITIES

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To provide comparative financial
information concerning the operations
of provincially-assisted universities

Content: Operating statements in a standarized
format plus consolidations and analyses

Key Identifier: By university

Size: Bound book published once per year -
100 pages

Mode of Storage: Paper

MINISTRY OF EDUCATION

FILE NAME: LEGISLATIVE GRANT APPROVALS FOR SCHOOL CONSTRUCTION

Division/Branch: School Business and Finance Branch
Architectural Services Section

Objective: To provide data with respect to school building projects approved for grant purposes. To provide data to Ontario Municipal Board and the Ontario Fire Marshal

Content: Aggregate data on tentative approval cost and applicable grants, pupil loading, net functional floor area, accommodation units, sketch plans, working drawings, description of space, allocation to general or vocational education and cost of furniture and equipment published annually in the text of the Report of the Minister of Education

Key Identifier: Name of school and board and project number

Size: All new projects approved since 1965. Volume is 221 elementary and 67 secondary in 1972

Mode of Storage: Paper

FILE NAME: SCHOOL ACCOMMODATION INVENTORY

Division/Branch: School Business and Finance Branch
Architectural Services Section

Objective: To identify the accommodation in each school in Ontario

Content: A description of all eligible spaces used for instructional purposes within a school

Key Identifier: MIDENT

Size: All elementary and secondary schools in Ontario (approximately 4,500 in number)

Mode of Storage: Computer tape

MINISTRY OF EDUCATIONFILE NAME:ANNUAL FINANCIAL STATEMENTS AND SCHEDULES

Division/Branch:

School Business and Finance Branch
Grants Services Section

Objective:

To provide data -

- a) for estimating and verifying board expenditures and calculating provincial grants to school boards
- b) for reports to Treasury and Economics
- c) for estimates of capital needs
- d) for planning and forecasting, in part, by computer simulation

Content:

Aggregate data from school board annual Financial Statements, Schedules and other related data; (published annually in the publication Education Statistics - Ontario)

Key Identifier:

MIDENT

Size:

Approximately 220 boards

Mode of Storage:

Paper

FILE NAME:STUDENT FILES
CORRESPONDENCE COURSES SERVICES

Division/Branch:

Provincial Schools Branch

Objective:

Maintain record of students' activities with Correspondence Courses

Content:

Aggregate data on transcripts; correspondence; tests; application forms; statements of completion; published annually in Education Statistics - Ontario

Key Identifier:

Alphabetical by student name

Size:

200,000

Mode of Storage:

Paper file

MINISTRY OF EDUCATIONFILE NAME:SEPTEMBER SCHOOL REPORTS - ELEMENTARY,
SECONDARY AND PRIVATE SCHOOLS

Division/Branch: Planning and Research Branch
Statistics Section

Objective: To provide data for analysis in tables published in Minister's Reports and also utilized for detailed printouts by school within board, education region, municipality and county, district, or regional municipality

Content: Summaries containing information on:

- 1) Teaching staff
- 2) Numbers of English speaking students receiving instruction in French
- 3) Number of French speaking students receiving instruction with French as a medium of communication
- 4) Special equipment
- 5) Enrolment by grade and sex, by age and sex
- 6) Special facilities or accommodation and tabulation of pupil retirement to replace individual pupil retirement forms
- 7) In addition for private schools 1) form of control 2) church or religion 3) enrolment by province or country of origin

Available in tables published in Minister's Reports

Key Identifier: MIDENT

Size: 5,000

Mode of Storage: Computer tape

MINISTRY OF EDUCATION

FILE NAME: APPROVAL FOR INNOVATIVE COURSES
(FORM MA 130)

Division/Branch: Curriculum Development Branch

Objective: Operational record used to analyze provincial educational trends; also serves as proof to the ministry that certain courses have been approved for use in local schools

Content: Aggregate data relating to the submission of courses developed by teachers for approval, ministry support work and recommendations by Educational Officers in the Curriculum Development Branch. Available annually from the text of the Annual Report of the Minister of Education

Key Identifier: Alpha by school board

Size: Correspondence with 220 boards

Mode of Storage: Paper file

FILE NAME: "CIRCULAR 15: CANADIAN CURRICULUM MATERIALS"

Division/Branch: Curriculum Development Branch

Objective: To provide Ontario teachers with a guide to learning material of Canadian authorship and manufacture

Content: File describes books; films and other educational media in the following matter:
- title, author(s), edition, publisher and date
- type (book, number of pages, 16mm, running time, whether black or white or colour)

Key Identifier: Cross indexed by title, author, publisher, date and by subject matter

Size: Over 2,000 entries

Mode of Storage: Computer tape and annual publication

MINISTRY OF EDUCATIONFILE NAME:MASTER IDENTIFICATION FILE MIDENT

Division/Branch: Education Data Processing Branch

Objective: Designed for control of and access to major fields of education data in Ontario by co-ordinating all computer reference to schools and boards. (Some of the major users are Regional Offices, School Business and Finance, Planning and Research and the Education Data Processing Branches. The latter uses it for its data processing services to boards).

Provides address file and circulation list for Ministries, under the responsibility of Management Services Branch

To provide a means of identification which an inter-related numbering system for units of public and private elementary and second education in Ontario

Provides the means by which data from major forms can be systematically aggregated and disaggregated

Content: Descriptive information such as type of school, type of board and type of municipality

Key Identifier: Not available

Size: Approximately 5,000 schools

Mode of Storage: Computer tape

MINISTRY OF THE ENVIRONMENT

<u>FILE NAME:</u>	<u>LICENSED PESTICIDES EXTERMINATORS</u>
Division/Branch:	Pollution Control Branch Pesticides Section
Objective:	To provide information on all licensed pesticides exterminators in the Province of Ontario To provide data for investigations regarding complaints received from the public To control the use of pesticides by licensed personnel
Content:	Information on all licensed operators and exterminators in the Province of Ontario
Key Identifier:	Different colour of cards for different classes of licences
Size:	Not available
Mode of Storage:	Card wheel - double, computer tape

<u>FILE NAME:</u>	<u>LICENSED PESTICIDE VENDORS</u>
Division/Branch:	Pollution Control Branch Pesticides Section
Objective:	To provide information on all licensed Pesticide Vendors in the Province of Ontario To provide data for investigations regarding complaints received from the public To control the sale of pesticides by licensed personnel
Content:	Information on all licensed Pesticide Vendors in the Province of Ontario
Key Identifier:	Covering letter in numerical and alphabetical sequence
Size:	Not available
Mode of Storage:	Binders, computer tape

MINISTRY OF THE ENVIRONMENTFILE NAME: LITTER SURVEY MASTER FILE

Division/Branch: Pollution Control Branch

Objective: To provide assessment and control information pertaining to litter

Content: Information on site identification, type of area, type of litter encountered

Key Identifier: Site identification

Size: 10,000

Mode of Storage: Computer

FILE NAME: NEWSPAPER RECYCLING SURVEY MASTER FILE

Division/Branch: Pollution Control Branch

Objective: To provide assessment information pertaining to newspaper recycling in the Brampton area

Content: Information on site identification, site description, newspaper type, etc.

Key Identifier: Site number

Size: 20,000

Mode of Storage: Computer

FILE NAME: UTILITY DESCRIPTOR FILE

Division/Branch: Pollution Control Branch

Objective: To provide information on water and sewage plants with respect to identification, location and prime characteristics

Content: Works identification and name, location codes, types and capacities

Key Identifier: Works number

Size: 1,000

Mode of Storage: Computer tape and disc

MINISTRY OF THE ENVIRONMENT

FILE NAME: DAILY FLOWS - RIVERS AND STREAMS IN ONTARIO

Division/Branch: Water Resources Branch

Objective: To provide data for water quantity evaluation

Content: Flow values for rivers and streams in Ontario

Key Identifier: Station number

Size: 40,000

Mode of Storage: Computer tape

FILE NAME: WATER WELL DRILLERS FILE

Division/Branch: Water Resources Branch

Objective: Names and addresses of water well drillers corresponding to numeric codes

Content: Driller code
Driller name
Driller address

Key Identifier: Driller code

Size: 3,000

Mode of Storage: Computer tape and disc

FILE NAME: WATER WELL MUNICIPAL FILE

Division/Branch: Water Resources Branch

Objective: To provide names of municipalities corresponding to municipal codes

Content: Municipal code
Municipal name and classification
County name

Key Identifier: Municipal code

Size: 1,500

Mode of Storage: Computer tape and disc

MINISTRY OF THE ENVIRONMENTFILE NAME: WATER QUALITY SAMPLE MASTER FILE

Division/Branch: Water Resources Branch

Objective: To provide analyses of water samples as part of the Ministry's water management program

Content: Records with identification, location, time, parameters tested and result data for water samples from lakes and rivers. Information available in reports of the Water Resources Branch

Key Identifier: Time; location and agency sampling

Size: 150,000

Mode of Storage: Paper, computer tape

FILE NAME: HYDROLOGIC DATA MASTER FILE

Division/Branch: Water Resources Branch

Objective: To record hydrologic parameter data for such parameters as snowfall, rainfall, evaporation, streamflow, etc.

Content:

- hydrologic station identification number
- time of recording
- parameter code
- parameter value
- etc.

Key Identifier: Station number

Size: 30,000

Mode of Storage: Computer

MINISTRY OF THE ENVIRONMENT

FILE NAME: WELL RECORD (WATER)

Division/Branch: Water Resources Branch

Objective: To provide data on the location, extent and yield of water bearing formations in Ontario

Content: Records of all water wells drilled by drilling contractors in Ontario since 1947 indicating location of well, ownership, depth, formations encountered during drilling, construction data screens, casings used, etc.

Key Identifier: Five digit municipal code for location of well

Size: 180,000 records to the end of 1973 increase annually by 10,000

Mode of Storage: Paper, punch card, computer tape

FILE NAME: POISON CONTROL INFORMATION
(ELECTRONIC FILE SYSTEM)

Division/Branch: Pollution Control Branch
Pesticide Control Service

Objective: Data for use in emergency situations, illness or death caused by accidental treatment

Provide data for preventive treatment

Content: Information on chemical composition, toxicity, first aid and antidotes

Key Identifier: Generic, chemical or common name (filed alphabetically)

Size: Not available

Mode of Storage: Card system

MINISTRY OF THE ENVIRONMENT

FILE NAME: "ENFORCEMENT - ONTARIO WATER RESOURCES ACT"

Division/Branch: Legal Services Branch

Objective: To provide data to answer inquiries
To assess workloads of legal offices

Content: Contains enforcement action taken under the Ontario Water Resources Act including prosecutions and administrative orders; statistics are sparingly examined before release to public to avoid misinterpretation of their significance

Key Identifier: Name of company or individuals, number of convictions, dates of administration

Size: 50 per annum

Mode of Storage: Paper

FILE NAME: EQUIPMENT MAINTENANCE

Division/Branch: Technical Services Branch

Objective: To provide data for an inventory and evaluation of equipment

Content: Data on the description of equipment, time and materials used in repairs

Key Identifier: None

Size: 2000

Mode of Storage: Paper

MINISTRY OF GOVERNMENT SERVICESFILE NAME: BUILDING COSTS

Division/Branch: Finance Branch

Objective: A record of construction, major repair and maintenance costs of government owned buildings

Content: Computer-based, developed from expenditure and master file inputs through Ministry Financial Information System

Key Identifier: Building number

Size: 8,200 building records

Mode of Storage: Computer files

FILE NAME: FINANCIAL INFORMATION SYSTEM

Division/Branch: Finance Branch

Objective: A total record of all financial transactions related to appropriations, budgets, buildings, branches, etc., within Ministry of Government Services

Content: See M.G.S. user guide for sub-systems and range of files

Key Identifier: Ministry of Government Services codes

Size: Not available

Mode of Storage: Computer files

MINISTRY OF GOVERNMENT SERVICESFILE NAME: ASSET CONTROL SYSTEM

Division/Branch: Finance Branch

Objective: To provide Ministry inventories of Equipment (Machinery, Office Equipment, Vehicles, Works of Art, etc.) and Furniture for submission to T.E.I.A.

Content: As per M.G.S. User's Guide (Description of Assets over \$100, and location at the Branch Section Level in 160 col's, including activity, history and \$-value)

Key Identifier: Asset identification number (6 digits) cross referenced to M.G.S. Service Codes

Size: 1,200 Asset I.D. Records

Mode of Storage: Computer files

FILE NAME: GOVERNMENT PARKING INVENTORY

Division/Branch: Planning and Research Branch

Objective: Parking Policy review and administration

Content: An inventory of all government parking facilities, both leased and owned in the 28 largest municipalities as categorized by indoor/outdoor stalls and user ministry

Commercial parking market information is also available

Key Identifier: Municipality, civic address, ministry

Size: 600

Mode of Storage: Index cards

MINISTRY OF GOVERNMENT SERVICES

FILE NAME: GOVERNMENT OWNED BUILDING INVENTORY
(G.O.B.I.)

Division/Branch: Realty Services Branch

Objective: To maintain a master file of Government-owned Buildings

Content: Individual identification of Government-owned Buildings by building number and installation, location, type and region

Key Identifier: Building number and installation number

Size: 7,000+

Mode of Storage: Computer tape

FILE NAME: TRANSLATION STATISTICS

Division/Branch: Special Services Branch
Translation Section

Objective: To provide data to determine the budget for the Translation Section and the need for new translators

Content: Data on translations received from the Government and public

Key Identifier: None

Size: Not available

Mode of Storage: Paper

MINISTRY OF GOVERNMENT SERVICES

FILE NAME: COMPUTER ORIENTED SYSTEM FOR REPAIRS
AND IMPROVEMENTS (C.O.S.R.I.)

Division/Branch: Property Management Branch

Objective: To provide a program for the effective management of repairs to Government-owned Buildings and their components

Content: Provides the building or installation number with name, street, address, municipality; gives building acquisition date and retention life, type of service, area, buildings cost and cycle of effective repairs etc.

Key Identifier: Building number or installation number

Size: 5,000+

Mode of Storage: Computer tape

MINISTRY OF HEALTH

FILE NAME: ONTARIO DENTAL HEALTH INDEX

Division/Branch: Community Health Standards Division

Objective: To provide dental health indices
To determine the need for dental treatment
To evaluate public health preventive dental programs
To determine the caries attack rates

Content: Dental health records of a random sample of Ontario Elementary School children

Key Identifier: None

Size: Not available

Mode of Storage: Computer tape

FILE NAME: AMBULANCE ACT AND REGULATIONS, VEHICLES

Division/Branch: Direct Services Division
Ambulance Services Branch

Objective: To maintain a control of all ambulance services through background material

Content: Contains:
1. Ambulance Act 1968 Amendments 1971 Regulations
2. Ambulance Act & Regulations - Amendments (Draft)
3. Vehicle Registration, Insurance Certificate basic cost and equipment for each vehicle

Key Identifier: By name and file number, by A.S.B. vehicle number

Size: 1,156

Mode of Storage: Paper

MINISTRY OF HEALTHFILE NAME: ANNUAL REPORTS - LOCAL HEALTH UNITS

Division/Branch: Community Health Standards Division
Community Health Protection Branch

Objective: To provide data to monitor activities of local health units

Content: Statistics on local health unit's activities including services provided and incidence of disease

Key Identifier: District name and year

Size: 43

Mode of Storage: Paper

FILE NAME: COMMUNICABLE DISEASES

Division/Branch: Community Health Standards Division
Community Health Protection Branch

Objective: To study incidence and prevalence of any communicable disease

Content: Records of all cases of some 20 communicable diseases including typhoid, rabies, whooping cough, leprosy, etc.

Key Identifier: Names of cases for each disease

Size: 100,000

Mode of Storage: Paper

FILE NAME: C.N.R. DENTAL CAR AND FOUR ROAD VEHICLES

Division/Branch: Community Health Standards Division
Health Promotion Branch

Objective: To provide data to compile annual reports

Content: A report of dental treatment provided for school children in remote northern areas

Key Identifier: None

Size: 2

Mode of Storage: Paper

MINISTRY OF HEALTH

FILE NAME: INVENTORY OF PHYSICAL STOCK AT FISCAL
YEAR END (I.E. MARCH 31)

Division/Branch: Direct Services Division
Psychiatric Hospitals Branch

Objective: To compile figures for the Public Accounts
Committee

Content: Year end data on inventory items

Key Identifier: Not available

Size: Not available

Mode of Storage: Not available

FILE NAME: PUBLIC HEALTH NURSING - ANNUAL REPORTS

Division/Branch: Northern Ontario Public Health Service
Community Health Standards Division
Community Health Protection Branch

Objective: To obtain information on the amount of
service given

To identify areas where more services are
required

Content: The annual reports of public health
nursing

Key Identifier: None

Size: Not available

Mode of Storage: Paper

MINISTRY OF HEALTHFILE NAME:STATISTICAL RECORDS - LABORATORY

Division/Branch: Direct Services Division
Laboratory Services Branch

Objective: To assess trends in workload as an aid in planning future requirements; to provide data for annual reports; to provide data for comparisons of cost per year

Content: Analysis of the types of specimens, number of DBS units scored by month and by laboratory when applicable

Key Identifier: Year and laboratory

Size: 28

Mode of Storage: Paper

FILE NAME:INDUSTRIAL CHEST SURVEY FILE

Division/Branch: Direct Services Division
Clinic Services Branch

Objective: To provide summary records of dust-exposed employees, employees holding health certificates, employees rejected for dust-exposure occupation, employees with occupational disease of lungs, employees with infectious disease of the lungs, and employees having miners' certificate

Content: Results of industrial chest survey

Key Identifier: Not available

Size: 900 plants

Mode of Storage: Paper

MINISTRY OF HEALTHFILE NAME: INSPECTION OF INSTALLED X-RAY UNITS

Division/Branch: Health Services
Inspection Branch
X-ray Inspection

Objective: To check if all units comply with regulations in Ontario Regulation 721

To keep a record of all x-ray owners in the province by process of registration for safety inspection and usage

Provide statistics on how many owners are in the province and in what area they are used, both geographically and occupationally

Content: Aggregate data on x-ray owners in the province, and on the usage of x-ray units, both geographically and occupationally

Key Identifier: Registration number

Size: 4,500

Mode of Storage: Paper

FILE NAME: CYSTIC FIBROSIS

Division/Branch: Home Care and Medical Rehabilitation Division

Objective: To determine financial assistance to cystic fibrosis cases

Content: Records of financial assistance provided to cases of cystic fibrosis for equipment and drugs

Key Identifier: Name

Size: 465

Mode of Storage: Paper

MINISTRY OF HEALTHFILE NAME:AMBULANCE CALL REPORTS
OASIS CALL FILE

Division/Branch: Information System Division
Ontario Ambulance Services,
Information System (OASIS)

Objective: To provide data to monitor the casualty care rendered by E.H.S. ambulance fleet including the analysis of the time, space, allocation (labour and capital), casualty care training, communication, cost and casualty care rendered variables of the ambulance system

Content: The time, space, patient observations, casualty care rendered, weather, road conditions for every ambulance call

Key Identifier: Call number, insurance number, hospital register number

Size: 500,000

Mode of Storage: Paper, computer tape

FILE NAME:ANNUAL RETURN OF HOSPITALS -
FORM HS-1 FACILITIES AND SERVICES

Division/Branch: Information System Division
Data Development and Evaluation Branch

Objective: To produce the annual statistical publication Hospital Statistics - Public and Private Hospitals

To provide data for special studies and planning purposes

Content: Data on hospital utilization and on nursing and paramedical personnel. Available in annual statistical publication "Hospital Statistics - Public and Private Hospitals"

Key Identifier: Location and name of hospital or its code number

Size: 300 per year

Mode of Storage: Paper, computer tape, microfilm

MINISTRY OF HEALTHFILE NAME:ROOM MEASUREMENT RECORDS

Division/Branch: Institutional Standards Division
Institutional Planning Branch

Objective: To provide data to establish official ratings of the hospitals (these ratings are used in annual publications)

To provide data for the annual statistical documents and for investigating complaints received about charges made for private and semi-private rooms

Content: Data for each public hospital listing all patient rooms, showing classification of service, i.e., surgical, medical, obstetrics, etc., also dimensions of room, net floor area, number of beds, whether private, semi-private or standard and Ministry's official rating

Key Identifier: Alphabetical by location

Size: 235

Mode of Storage: Paper

FILE NAME:THALIDOMIDE PROGRAM

Division/Branch: Personal Care Standards Division
Medical & Nursing Standards Branch
(may be transferred to Direct Services Division in future)

Objective: To provide data to meet the needs of thalidomide deformed children

Content: Record of financial costs, artificial limbs, treatment for children with thalidomide deformities

Key Identifier: Name

Size: 30

Mode of Storage: Paper

MINISTRY OF INDUSTRY AND TOURISMFILE NAME:A COMPILATION OF ABSTRACTS OF
RESEARCH REPORTS (2 VOLUMES)

Division/Branch: Tourism and Recreation Studies Branch

Objective: To provide data on tourism in Ontario

Content: Short studies analyses and reports on various regions, recreations and tourism travel in Ontario

Key Identifier: Not available

Size: Not available

Mode of Storage: Not available

FILE NAME:CURRENT RECREATION AND LAND USE INVENTORY

Division/Branch: Tourism and Recreation Studies Branch

Objective: To provide data on tourist accommodations for publication in "Ontario Accommodation"

Content: An inventory of all commercial tourist establishments in the Province, for example hotels, motels, resorts, including provincial and national parks; and data on number of rental units, capacities, rates, services, recreational facilities, general topographical features of property

Key Identifier: Numeric code

Size: 8,000

Mode of Storage: Paper, punch card, computer tape

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: A SURVEY OF VISITORS TO ONTARIO
GOVERNMENT TRAVEL INFORMATION
CENTRES 1968-1970

Division/Branch: Tourism and Recreation Studies Branch

Objective: To provide data on American tourists
To provide data to determine the market and tourist destinations within the Province

Content: Number of tourists, their origin and destination patterns, accommodation used and main reason for visiting

Key Identifier: Information centre code number

Size: 30,000

Mode of Storage: Paper file, punch card

FILE NAME: THE FURNITURE INDUSTRY IN ONTARIO

Division/Branch: Industrial Research Branch

Objective: To provide background material for a study on the Furniture Industry in Ontario

Content: Data on historical growth, present status, imports and exports, and trends in the furniture industry

Key Identifier: None

Size: Not available

Mode of Storage: Paper

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: INDUSTRIAL SURVEY OF ONTARIO MUNICIPALITIES

Division/Branch: Industrial Development Branch

Objective: To provide community data for industrial location studies

Content: Data from industrial surveys

Key Identifier: Not available

Size: Not available

Mode of Storage: Paper

FILE NAME: U.S. AUTO EXIT SURVEY '73-74

Division/Branch: Tourism Research Branch

Objective: To provide data on U.S. visitors to Ontario by automobiles

Content: Activity participation, reason for trip, length of stay, accommodation, expenditures and demographics

Key Identifier: Interview #

Size: (8,700 x 9) 80-BYTE records

Mode of Storage: Magnetic tape

FILE NAME: ONTARIO RECREATION SURVEY '73-74

Division/Branch: Tourism Research Branch

Objective: To provide tourism and recreation demand and participation data for residents of Ontario for input to Ministry programs

Content: Activity participation, recreation trips, free time use, activity and trip preference and demographics for residents of Ontario

Key Identifier: (Interview #) (Record #)

Size: (10,232 x 26) 80-BYTE records

Mode of Storage: Magnetic tape

MINISTRY OF INDUSTRY AND TOURISMFILE NAME:LATIN AMERICAN TRADE PROFILE

Division/Branch: Trade Research Branch

Objective: To provide summary information on the nations of Latin America

Content: Summary data on the economy and trade of the following countries: Argentina, Bolivia, Brazil, Chile, Columbia, Ecuador, Mexico, Paraguay, Peru, Uruguay, Venezuela, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Cuba, Dominican Republic, Panama

Key Identifier: None

Size: 1 master copy

Mode of Storage: Not available

FILE NAME:ONTARIO IN STATISTICS 1974

Division/Branch: Trade Research Branch

Objective: To provide brief summary of the economy and trade of Ontario in brochure form

Content: Data on Ontario's economy and trade
- population
- area
- GNP
- agricultural production
- mineral production
- manufacturing production
- trade

Key Identifier: None

Size: Several thousand

Mode of Storage: Not available

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: ONTARIO EXPORTS BY COMMODITY
AND COUNTRIES

Division/Branch: Trade Research Branch

Objective: To provide data for a report on
Ontario exports

Content: Information on the value and quantity of
Ontario exports by countries and commodities

Key Identifier: None

Size: 200 - 300

Mode of Storage: Computer tape

FILE NAME: FOREIGN MARKET STUDY

Division/Branch: Trade Research Branch

Objective: Research on foreign markets, studies
available in 1973 on following countries:

Angola	Grand Rapids,	Nigeria
Argentina	Michigan	Norway
Austria	Honduras	Paraguay
Australia	Hong Kong	Philippines
Belgium-	Indonesia	Poland
Luxembourg	Italy	Romania
Boston	Ivory Coast	San Francisco
Brazil	Japan	Seattle
Chicago	Korea	Singapore
Cleveland	Liberia	Spain
Costa Rica	Malaysia	Sweden
Denmark	Mexico	Thailand
Denver,	Netherlands	United Kingdom
Colorado	New York	Venezuela
Egypt	New Zealand	West Germany
El Salvador	Nicaragua	Zaire
France		

Content: Economic background including structure of
economy, foreign trade, Canadian trade, economic
and trade policy, Ontario domestic exports and
Canadian domestic exports and Canadian imports
and opportunity for Ontario exports

Key Identifier: Country

Size: 1 master copy per country

Mode of Storage: Paper

MINISTRY OF LABOURFILE NAME:COLLECTIVE BARGAINING REPRESENTATION
APPLICATIONS MADE UNDER THE LABOUR RELATIONS
ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the OLRB in dealing with applications for collective bargaining representation to show the Board's workload stages of processing and method of disposition

Content: Summary record of the Unions, employees and employers making applications for certification as collective bargaining agents, termination of bargaining rights, declarations of successor status of unions or employers, and applications for accreditation of employer organizations in the construction industry; number of employees and types of bargaining unit involved.
Data are available since 1944.

Key Identifier: Numerical code with letter "R"

Size: 1,500 records per year

Mode of Storage: Paper

FILE NAME:COLLECTIVE BARGAINING SETTLEMENTS IN ONTARIO

Division/Branch: Research Branch

Objective: To provide summaries of collectively bargained settlements in Ontario industries

Content: Description of changes in wages, fringe benefits and working conditions in recently negotiated settlements covering 200 employees and over.

Data are available since 1969.

Monthly settlement report is prepared by the Canada Department of Labour and the Ontario Ministry of Labour

Key Identifier: Industry, employer, union and location

Size: 400 - 500 settlements per year

Mode of Storage: Paper

MINISTRY OF LABOURFILE NAME:WAGE DEVELOPMENTS IN COLLECTIVE BARGAINING
SETTLEMENTS IN ONTARIO

Division/Branch: Research Branch

Objective: To provide information on a quarterly basis of changes in base wages established by collective bargaining settlements

Content: Statistical descriptions of changes in base wages established by collective bargaining settlements covering 200 employees or more. Tables indicate the number of employees affected by settlements, the average annual cent and cents per hour increase for all agreements, also for those with cost-of-living clauses and for those without such clauses.

Data are available since 1971.

Key Identifier: Industry and term of agreement

Size: 400 - 500 settlements per year

Mode of Storage: Paper

FILE NAME:UNFAIR LABOUR PRACTICES UNDER LABOUR
RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the Ontario Labour Relations Board, that is: workload, type of disposition, various stages of processing of applications

Content: Data are available since 1944. Published in Board's monthly report and annual report of Ministry of Labour.

Key Identifier: Not available

Size: 300 per fiscal year

Mode of Storage: Paper

MINISTRY OF LABOURFILE NAME:COLLECTIVE BARGAINING AGREEMENTS
IN ONTARIO

Division/Branch:

Research Branch

Objective:

To file Ontario collective agreements and use them as an information and research resource. In addition to the collective agreement library, the Research Branch has developed a computer data bank which contains coded information pertaining to Ontario Collective Agreements.

Content:

A large portion of the information in each Ontario collective agreement is coded for use within the CBA computer system. For each agreement coded, two types of data sets are available: CBA "identification data" & CBA "substantive provisions data". The identification data are data not related to the content of the agreement but important for purposes of classification of agreements. The substantive provisions data are data which refer to the written agreement clauses which were bargained.

Agreements dating from 1962 are on the file in the Library.

Key Identifier:

SIC code, employer name, expiring date etc.

Size:

7,000 agreements

Mode of Storage:

Paper, computer tape for the file, printouts and publications

MINISTRY OF LABOURFILE NAME:CERTIFICATION & STATUS OF BARGAINING UNITS
(FISCAL YEARS OF 1970-71 TO 1972-73)

Division/Branch:

Research Branch

Objective:

- 1) To provide information on applications for certification with respect to type of disposition, the use of examiners and votes, petitions, hearings, the time taken to process applications, etc.
- 2) To provide information on certified bargaining units as to whether or not a first agreement was achieved, the stage of negotiations at which an agreement was achieved, and if no agreement was achieved, the reasons for not achieving first agreement.

Content:

Aggregate information:

- 1) From non-construction applications for certification in the three fiscal years of 1970-71 to 1972-73. They are distributed by Union, Industry, Bargaining Unit Size and type of disposition.
- 2) Concerning certified bargaining units by union industry bargaining units size and whether or not a first agreement was achieved.

Key Identifier:

Ontario Labour Relations Board numbers

Size:

2,007 non-construction applications for certification

1,336 certified bargaining units

Mode of Storage:

Computer printouts

MINISTRY OF LABOURFILE NAME:

SUMMER EMPLOYMENT OF ONTARIO SECONDARY
SCHOOL STUDENTS - 1969 (SURVEY CONDUCTED
IN CO-OPERATION WITH THE ONTARIO MINISTRY
OF EDUCATION.)

Division/Branch: Research Branch

Objective: To provide data for planning policies
to tackle summer employment problems for
high school students

Content: Published by Research Branch, Ministry
of Labour in monograph under same title,
1971

Key Identifier: Not applicable

Size: 40,000

Mode of Storage: Paper

FILE NAME:

THE COMPRESSED WORK SCHEDULE IN ONTARIO
(1972-1974)

Division/Branch: Research Branch

Objective: To determine the extent and nature of the
compressed work schedule in Ontario

Content: Aggregate data based on three surveys (1972-
1974) indicating type of compressed work
schedule, number of employees on compressed
schedules, advantages and disadvantages, the
planning and implementation and the effect of
the compressed schedule on various company
policies. Also review of establishments which
have adopted and dropped compressed schedules
including the reasons for dropping. Two
surveys have been published by the Research
Branch of the Ministry of Labour in monograph
form: "The Compressed Work Schedules in
Ontario", Sept. 1972; and, "Selected Character-
istics of Compressed Work Schedules in Ontario",
July 1973.

A third publication is expected in early 1975

Key Identifier: Employer

Size: 260

Mode of Storage: Paper

MINISTRY OF LABOUR

FILE NAME: EMPLOYEE ATTITUDES TOWARDS THE
COMPRESSED WORK SCHEDULE IN ONTARIO (1973)

Division/Branch: Research Branch

Objective: To determine employee attitudes towards compressed work schedules (a pilot survey - to be followed up)

Content: Summary opinion data for 300 employees in 1 establishments with compressed work schedule. Information was obtained on both the work and non-work related effects of the compressed work schedule. More specifically, aggregated personal data was collected along with opinion data on: fatigue attitudes toward work, absenteeism and turnover, work performance, work-related expenses and travel time, recruiting potential, use of non-working time, family life and social life. Published by Research Branch, Ministry of Labour in monograph form under the title "Employee Attitudes Toward Compressed Work Schedules Ontario: A Case Study of Ten Firms", August 1974.

Key Identifier: Establishment, employee

Size: 300 employees, 10 establishments

Mode of Storage: Computer tape

FILE NAME: WORKING CONDITIONS IN THE PLUMBING AND HEATING
INDUSTRY IN LONDON, ONTARIO

Division/Branch: Research Branch

Objective: To provide data for a pilot project

Content: Published by Research Branch, Ministry of Labour in monograph under same title, 1968

Key Identifier: Not recorded

Size: 70

Mode of Storage: Paper

MINISTRY OF LABOUR

FILE NAME: FLEXIBLE WORK SCHEDULES IN ONTARIO (1974)

Division/Branch: Research Branch

Objective: To determine the extent and nature of flexible work schedules in Ontario

Content: Summary record of 114 flexible work schedules for 112 establishments indicating type of schedule, job types, advantages and disadvantages, the planning and implementation of the schedule, and the effect of the schedule on various company policies.

Publication of a summary of the data is expected early in 1975. This would likely involve a comparison of Compressed and Flexible Work Schedules in Ontario.

Key Identifier: Employer

Size: 112

Mode of Storage: Paper file

FILE NAME: WORK RELATED ALLOWABLE CLAIMS FOR 1973 FATALITIES, ONTARIO

Division/Branch: Research Branch

Objective: To analyze characteristics of deceased workers, accident circumstances, and coverage by occupation and public safety legislation in 1973

Content: Aggregate data by characteristics of deceased workers, accident circumstances, occupation

Key Identifier: Occupation and place of accident

Size: 299 cases

Mode of Storage: Paper

MINISTRY OF LABOUR

FILE NAME:CONCILIATION AND MEDIATION SERVICES
LABOUR RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the Conciliation Services Branch in dealing with collective bargaining disputes to show the Branch's workload, and method of disposition

Content: A record of the unions and employers making application for conciliation and mediation services; status of the agreements; and work stoppages.

Data are available since 1944.

Key Identifier: Name and location of employer and union

Size: 2,000 records per year

Mode of Storage: Paper

FILE NAME:MISCELLANEOUS APPLICATIONS AND COMPLAINTS
UNDER THE LABOUR RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the OLRB that is its workload, type of disposition, various stages of processing applications

Content: Summary record of complaints and applications brought before the Ontario Labour Relations Board excluding representation and unfair labour practices applications. Data are available since 1944. Published in Board's monthly report and annual report of Ministry of Labour.

Key Identifier: Not available

Size: 70 per fiscal year

Mode of Storage: Paper

MINISTRY OF LABOUR

FILE NAME: WAGES, HOURS OF WORK AND OVERTIME PAY PROVISIONS
IN SELECTED INDUSTRIES, APRIL 1971 (WAGE)

Division/Branch: Research Branch

Objective: To generate information for a review of Ontario's employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards

Content: Summary establishment information on length of pay period, employment, overtime pay provisions and extent of unionism. Aggregate non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. This information was collected for the last normal pay period preceding May 1, 1971 for establishments in selected low wage industries. Published by Research Branch, Ministry of Labour in monograph under same title, 1972.

Key Identifier: Establishment sequence number

Size: 7,048 establishments

Mode of Storage: Computer tape for the file plus publication

FILE NAME: WAGES, HOURS OF WORK AND OVERTIME PAY PROVISIONS
IN SELECTED INDUSTRIES, APRIL 1972 (WAGE)

Division/Branch: Research Branch

Objective: To generate information for a review of Ontario's employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards.

Content: Summary establishment information on length of pay period, employment and overtime pay provisions. Aggregate non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. This information was collected for the last normal pay period preceding May 1, 1973 for establishments in selected low wage industries. Published by Research Branch, Ministry of Labour in monograph under same title, 1973.

Key Identifier: Establishment sequence number

Size: 6,230 establishments

Mode of Storage: Computer tape for the file plus publication

MINISTRY OF LABOURFILE NAME:WAGES, HOURS OF WORK AND OVERTIME PAY PROVISIONS
IN SELECTED INDUSTRIES, AUGUST 1973 (WAGE)

Division/Branch: Research Branch

Objective: To generate information for a review of Ontario employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards

Content: Summary establishment information on length of pay period, employment and overtime pay provision. Aggregate non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. This information was collected for the last normal pay period preceding September 2, 1973 for establishments in selected low wage industries. Published by Research Branch, Ministry of Labour in monograph under same title, 1974.

Key Identifier: Establishment sequence number

Size: 8,300 establishments

Mode of Storage: Computer tape for the file plus publication

FILE NAME:WAGES, HOURS OF WORK AND OVERTIME PAY PROVISIONS
IN SELECTED INDUSTRIES, 1974 (WAGE)

Division/Branch: Research Branch

Objective: To generate information for a review of Ontario employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards.

Content: Summary establishment information on length of pay period, employment and overtime pay provision. Non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. This information was collected for the last normal pay period preceding April 28, 1974 for establishments in selected low-wage industries. Published by Research Branch, Ministry of Labour in monograph under same title, 1975 (available in March)

Key Identifier: Establishment sequence number

Size: 3,700 establishments

Mode of Storage: Computer tape for the file plus publication

MINISTRY OF LABOUR

FILE NAME: ADVANCE NOTICE OF EMPLOYMENT TERMINATION (ANET)

Division/Branch: Research Branch

Objective: To establish the extent to which employees made use of the notice period to begin searching for a new job

To explore the effect of advance notice on success in obtaining another job

Content: The survey of firms was conducted in June 1972 of firms and workers involved in termination during the period of October 1971 to April 1972. Aggregate data was collected on both the firms and for workers terminated

Key Identifier: Establishment sequence number and employee SIN

Size: 23 employers, 2,139 employees

Mode of Storage: Computer tape

FILE NAME: STRIKES AND LOCKOUTS IN ONTARIO

Division/Branch: Research Branch

Objective: To provide data on the extent of work stoppages in the settlement of labour disputes under Ontario jurisdiction

Content: Work stoppages classified by: industry, employer name, location, union name, number of workers involved, duration of the strike, man-days lost, and the status of the agreement. Data are available since 1958.

Key Identifier: Employer name, union and starting date of work stoppages

Size: 200 - 300 strikes per year

Mode of Storage: Paper file

MINISTRY OF LABOURFILE NAME:CONSTRUCTION ACCIDENTS (COAC)

Division/Branch:

Research Branch

Objective:

To provide the Construction Safety Branch with information concerning accidents in the construction industry in 1972 and 1973

To determine whether the Construction Safety Branch is receiving all accident reports pertaining to construction

Content:

Aggregate data on dates and times of accident, age, occupation, injury and length of employment of the injured employees and start and end of work shift in which accident occurred for the last 3/4 of 1972 and the first 1/4 of 1973

Key Identifier:

Sequence number, firm number, rate number, claim number

Size:

12,091

Mode of Storage:

Computer tape

FILE NAME:FATAL ACCIDENTS IN ONTARIO CONSTRUCTION, 1964-1974

Division/Branch:

Research Branch

Objective:

To analyze trends in, and causes of, violent deaths on construction sites during the 11-year period

Content:

Information includes occupation, age, location of accident, date and time of accident, and type of construction project. Other information to be added includes type of accident, activity of deceased at time of accident, responsibility for accident, and violation of construction safety laws. The data are taken from the accident investigation files of the Construction Safety Branch.

Key Identifier:

Year and fatality number

Size:

540 cases

Mode of Storage:

Punch cards

MINISTRY OF LABOUR

FILE NAME: SURVEY OF THE BARBERING INDUSTRY IN ONTARIO,
AUGUST 1968

Division/Branch: Research Branch

Objective: To provide information on training and working conditions in the barbering industry to assist in administering Ministry programmes

To obtain data on the extent to which Ministry programmes are used and the impact they are having on the barbering industry

Content: Published by the Research Branch, Ministry of Labour in monograph under the same title, 1969

Key Identifier: Numerical

Size: 1,100

Mode of Storage: Paper

FILE NAME: SURVEY OF INDUSTRY - SPONSORED TRAINING
PROGRAMMES IN ONTARIO

Division/Branch: Research Branch

Objective: To provide data to define the role of government in training

To provide data on the volume and type of training

Content: Published by the Research Branch, Ministry of Labour in monograph under "Industry-Sponsored Training Programmes in Ontario, August 1968 - July 1969", 1973

Key Identifier: S.I.C. and area code

Size: 7,000 establishments

Mode of Storage: Paper

MINISTRY OF LABOURFILE NAME:UNION MEMBERSHIP IN ONTARIO

Division/Branch:

Research Branch

Objective:

To present information on total membership union and local, location, industry of empl and other classifications. To determine an trends in union membership growth. The mai data source is CALURA statistics

Content:

Membership of each union by sex, industry a CMC area; each industry's union membership location; and each CMC area's union members by industry composition. Annual changes in union membership by industry and location. Data are available from 1971 to 1973. Aggr data on union membership in Ontario are ava since 1962.

Key Identifier:

Union, SIC, and CMC codes

Size:

All unions, three-digit SIC's and all CMC's in Ontario

Mode of Storage:

Paper, computer printout and tapes

FILE NAME:THE LONG-RUN IMPACT OF THE THIRTY CENT
REVISION IN ONTARIO'S MINIMUM WAGE ON FIVE
INDUSTRIES

Division/Branch:

Research Branch

Objective:

To look at the longer-term adjustments. To obtain information on how employers adjust to such a substantial legislated wage increase and what the consequences are for their employees.

Content:

Information collected in late January and February 1970 on how employers of 5 industries adjusted to the 30¢ revision of Ontario's Minimum Wage in January 1969. Published by Research Branch, Ministry of Labour in monograph under same title, 1973.

Key Identifier:

SIC code

Size:

219 establishments

Mode of Storage:

Paper

MINISTRY OF LABOUR

FILE NAME: EMPLOYMENT PATTERNS OF FAMILIES OF LOW-WAGE WORKERS (SURVEY OF LOW-WAGE WORKERS IN SELECTED INDUSTRIES)

Division/Branch: Research Branch

Objective: To provide additional information on characteristics of low-wage workers. This information is needed because the survey of registrants of CMCs has two major limitations:

- i) we do not know whether CMC registrants are representative of all low-wage workers. Since most of the CMC registrants are unemployed, this survey may be slightly biased toward the low-wage workers who have higher turnover
- ii) from the registration forms, it is now always possible to determine whether the registrant is a secondary wage earner

Content: Aggregate data on marital status, age, sex, hours per week, number of children under 18 years, spouse employment status of low-wage workers

Key Identifier: Low-wage workers

Size: 2,593 workers

Mode of Storage: Computer tape for the file and printouts

FILE NAME: SUMMARY OF WORKMEN'S COMPENSATION INFORMATION ON CONSTRUCTION EMPLOYERS

Division/Branch: Research Branch

Objective: To provide Construction Safety Branch with information on the accident experience of construction employers

Content: Aggregate information on construction operators. For the years 1970, 1971 and 1972, value of assessed payroll and number of settled claims for each operation. File pertains to employers whose primary business is construction. File supplied by the Ontario Workmen's Compensation Board.

Key Identifier: Rate number and county code

Size: 54,000 records

Mode of Storage: Computer tape

MINISTRY OF LABOURFILE NAME:

THE SHORT-RUN IMPACT OF THE THIRTY CENT
REVISION IN ONTARIO'S MINIMUM WAGE ON FIVE
INDUSTRIES

Division/Branch:

Research Branch

Objective:

To obtain a better understanding of the effects of Ontario's minimum wage programme a special study has been undertaken of the impact on selected industries in Ontario of the revision in the Province's minimum wage from \$1.00 to \$1.30. This increase became effective in January 1969.

Content:

An examination of the employees directly affected by the 30¢ revision of Ontario's Minimum Wage in January 1969. Also, the related changes in average hourly earnings are examined and employer adjustments in the short-run to increase in labour costs are briefly discussed

Information was collected for three time periods - immediately before the thirty cent increase, immediately after, and a third point in time approximately twelve months after the revision. This report is based on data for the first two points in time. Published by Research Branch, Ministry of Labour in monograph under same title, 1970.

Key Identifier:

SIC code

Size:

219 establishments

Mode of Storage:

Paper

MINISTRY OF LABOUR

FILE NAME: CHARACTERISTICS OF LOW-WAGE WORKERS IN ONTARIO (SURVEY OF REGISTRANTS OF CANADA MANPOWER CENTRE)

Division/Branch: Research Branch

Objective: To identify the characteristics of low-wage workers. To aid the Ministry of Labour in designing more effective employment standards legislation, particularly in the area of minimum wages

Content: Aggregate data on characteristics of low-wage workers including sex, age, marital status, language, industry, occupation, education, etc. Published by Research Branch, Ministry of Labour in monograph under same title, 1974

Key Identifier: Individual sequence number

Size: 68,490 workers

Mode of Storage: Computer tape for the file plus publication

FILE NAME: PART-TIME, FULL-TIME AND TOTAL EMPLOYED LABOUR FORCE, ONTARIO

Division/Branch: Research Branch

Objective: Data for analyzing trends in part-time work and characteristics of part-time workers in Ontario during the period 1966 to 1973

Content: Aggregate monthly and annual average data concerning sex, age categories, marital status, industry and occupation of part-time, full-time and total employed labour force for Ontario, 1966 to 1973. Information is based on the Labour Force Survey, Statistics Canada

Key Identifier: Part-time, full-time employees, age, marital status, industry and occupation

Size: Labour force survey, 1966-1973

Mode of Storage: Computer tape for the file and printouts

MINISTRY OF NATURAL RESOURCESFILE NAME: AERIAL SURVEY (BEAVER COLONIES)

Division/Branch: Commercial Fish and Fur Branch
Objective: To provide data for beaver management
Content: Data on the location of beaver colonies to specific areas in the province
Key Identifier: None
Size: 21 maps and reports
Mode of Storage: Paper

FILE NAME: BEAVER POPULATION DYNAMICS

Division/Branch: Commercial Fish and Fur Branch
Objective: To provide data for beaver management relative to harvest potential
Content: The productivity, mortality and density of the beaver population
Key Identifier: Specimen number and exact map location
Size: 15,000
Mode of Storage: Paper

FILE NAME: COMMERCIAL FISHERIES (PRODUCTION AND VALUE)

Division/Branch: Commercial Fish and Fur Branch
Objective: To provide data in commercial fish production for biological and economic management of the resource
Content: Data on the production and value of commercial fish landings
Key Identifier: Fish species
Size: 2,000 monthly
Mode of Storage: Punch card, computer tape

MINISTRY OF NATURAL RESOURCES

FILE NAME: COMMERCIAL FISHERIES (EQUIPMENT, BOATS
AND SHORE INSTALLATIONS)

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide data for commercial
Fish Economic Survey

Content: Data on equipment, boats and shore
installations of Commercial Fisheries

Key Identifier: By equipment

Size: 2000

Mode of Storage: Punch card, computer tape

FILE NAME: RECORDS OF HARVEST, EMPLOYMENT AND CAPITAL
INVESTMENT IN THE COMMERCIAL FISHING INDUSTRY

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide long-term socio-economic and
biological information on the commercial
fishery by area

Content: Various statistical summaries of above by area

Key Identifier: Harvest area

Size: Not available

Mode of Storage: Paper

FILE NAME: COMMERCIAL FISHING LICENSEE MAILING LIST

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide a list of names of people licensed
to fish commercially for bait-fish and food-fish

Content: The licensee name, types of licence and
type of gear

Key Identifier: District name and type of licensee

Size: Not available

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCES

FILE NAME: RECORD OF COMMERCIAL FISHING LICENCE QUOTAS

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide fisheries management information on allowable catch from various lakes

Content: Records showing fisheries and related quotas

Key Identifier: Fishery name

Size: Not available

Mode of Storage: Paper

FILE NAME: DISTRICT ANNUAL BAIT-FISH REPORTS

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide annual information on bait-fish harvest and sales

Content: Individual reports for each district showing bait-fish information

Key Identifier: District name

Size: 21 reports/year

Mode of Storage: Paper

FILE NAME: COMMERCIAL FISHING LICENCE COPIES
(FORMS CF 96, CF 69, and CF 68)

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide management information on the commercial fishing industry and to verify the issue of a licence

Content: Third copies of Commercial Fishing Licence, Licence to Preserve Bait-Fish and Bait-Fish Dealer's Licence

Key Identifier: Licence number

Size: 4000/yr.

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCESFILE NAME: LICENCE AND CATCH REPORT RECORD CARDS

Division/Branch: Commercial Fish and Fur Branch

Objective: To verify licensing and the receipt of fishing reports

Content: Electrofile cards showing licensee's name, licence number, type of gear, fishing location, and whether reports have been received

Key Identifier: Licensee name

Size: 1200 cards

Mode of Storage: Cards in electrofile

FILE NAME: LAKE RECORD CARDS

Division/Branch: Commercial Fish and Fur Branch

Objective: To document the number of licences issued for each inland lake and to provide historical information on fishing activity on these lakes

Content: Cards showing lake name and location, licensee names, licence numbers, and gear licensed each year

Key Identifier: Lake name

Size: Approximately 1000 cards

Mode of Storage: Card file

FILE NAME: COMMERCIAL FISHING LICENCE RECORD BOOKS

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide historical and up-to-date information on licensing activities across the province

Content: List of licence information on an area basis

Key Identifier: Licence area

Size: Not available

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCESFILE NAME:AERIAL INVENTORY OF MOOSE

Division/Branch: Wildlife Branch

Objective: To provide data for statistical analysis of the moose population

Content: Records of flight conditions and observations of moose

Key Identifier: Mercator Grid Code

Size: 500

Mode of Storage: Magnetic tape

FILE NAME:DEER AND MOOSE PELLET GROUP COUNTS

Division/Branch: Wildlife Branch

Objective: To provide data for a report for head office

Content: Records of counts of deer and moose droppings during surveys to establish population index

Key Identifier: District

Size: 200 pieces

Mode of Storage: Paper

FILE NAME:DISTRICT WATERFOWL BANDING REPORT

Division/Branch: Wildlife Branch

Objective: To provide a ready reference concerning waterfowl banding

Content: The number and species of waterfowl live-trapped and banded at various locations in each district

Key Identifier: None

Size: 18

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCES

FILE NAME: SMALL GAME HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for small game management in Ontario

Content: Results of mail survey questionnaires

Key Identifier: District

Size: Being about 5,000 annual with 10,000 every third year (dates to 1970)

Mode of Storage: Magnetic tape

FILE NAME: SUMMER HUNTING AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for small game management

Content: Results of mail survey questionnaires

Key Identifier: District

Size: Being about 1,500 annually (dates to 1972)

Mode of Storage: Magnetic tape

FILE NAME: HUNTER PROFILE

Division/Branch: Wildlife Branch

Objective: Provide statistical material about hunter examinations and instructors

Content: Results of hunter examination

Key Identifier: Social Insurance Number

Size: Approximately 25,000 annually

Mode of Storage: Magnetic tape

MINISTRY OF NATURAL RESOURCES

FILE NAME: DEER HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch
Objective: To provide data for deer management in Ont
Content: Results of mail survey questionnaires
Key Identifier: District
Size: Approximately 10,000 annually (dates to 19
Mode of Storage: Magnetic tape

FILE NAME: PREDATOR CONTROL

Division/Branch: Wildlife Branch
Objective: To provide data for predator management
Content: Data on investigations of predation (wildl
on domestic stock and game populations
Key Identifier: None
Size: 75-100 annually
Mode of Storage: Paper

FILE NAME: BEAR HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch
Objective: To provide data for bear management in Ont
Content: Results of mail survey questionnaires
Key Identifier: District
Size: About 1,500 annually (dates to 1971)
Mode of Storage: Magnetic tape

MINISTRY OF NATURAL RESOURCES

FILE NAME: MOOSE HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for moose managment in Ontario

Content: Results of mail survey questionnaires

Key Identifier: District

Size: Approximately 10,000 annually (dates to 1969)

Mode of Storage: Magnetic tape

FILE NAME: SUMMER GROUSE OBSERVATIONS

Division/Branch: Wildlife Branch

Objective: To provide data to follow trends in ruffed grouse populations and to predict availability of ruffed grouse on an annual basis

Content: Data on the ruffed grouse observed per mile of vehicle travel or per man-day of field work in districts

Key Identifier: None

Size: 49

Mode of Storage: Paper

FILE NAME: WATERFOWL CENSUS

Division/Branch: Wildlife Branch

Objective: To provide Ontario's contribution to 'Atlantic Water Fowl flyway summary of continential mid-Winter water'

Content: Census figures for various species of waterfowl overwintering in Ontario waters of the Great Lakes and connecting waters

Key Identifier: Species and location

Size: 15

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCES

FILE NAME: BIG GAME KILLED BY MEANS OTHER
THAN LEGAL HUNTING

Division/Branch: Wildlife Branch

Objective: To provide an independent means of assessing changes in game populations and of assessing natural mortality, mainly deer, moose and b
To provide some data on reproductive rates of the animals killed

Content: Data on big game killed by means other than legal hunting and the reproductive rates of the animals killed

Key Identifier: District

Size: 1500 annually

Mode of Storage: Magnetic tape

FILE NAME: HUNTING AND ANGLING LICENCE FILES

Division/Branch: Wildlife Branch

Objective: To provide data to verify the purchase of a hunting license or angling license

To provide a source of names and addresses for an annually mailed survey of sportsmen

Content: Copies of all angling and hunting licenses issued in Ontario

Key Identifier: Numeric identifier (license number) and the issuer who sold the license

Size: 3,000,000

Mode of Storage: Paper file

MINISTRY OF NATURAL RESOURCESFILE NAME: TIMBER SCALING STATISTICS

Division/Branch: Division of Forests
Timber Sales Branch

Objective: To provide data for wood volume calculations, issuance of monthly billing invoices, and management of timber resources

Content: Aggregate data on the volume of timber harvested on Crown Land in the Province

(data contained in Ministry of Natural Resources publications, 'Statistics' and 'Annual Report')

Key Identifier: Class of wood, tree species, cutting approval timber licence, management unit, district, month, season, annually

Size: 100,000

Mode of Storage: Paper, punch card and computer tape

FILE NAME: PULPCHIP REPORTS

Division/Branch: Division of Forests
Timber Sales Branch

Objective: To provide data for
1) annual head office summary
2) estimates of resource and residue utilization
3) industrial plant location studies

Content: A summary of transaction volumes for pulpchip producers and consumers

Key Identifier: Producer or consumer and administrative district

Size: 100 producers, 30 consumers

Mode of Storage: Paper file

MINISTRY OF NATURAL RESOURCES

<u>FILE NAME:</u>	<u>MILL LICENCE RETURNS</u> <u>(ANNUAL TIMBER UTILIZATION AND PRODUCTION)</u>
Division/Branch:	Division of Forests Timber Sales Branch
Objective:	To provide data for 1) annual summary for head office 2) resource utilization estimates 3) assistance in implementing management and operating plans 4) industrial plant location studies
Content:	Summary data on the utilization of timber by source, land tenures and tree species and production of lumber, pulp and other products by type of those with mill licenses in the province (data contained in Ministry of Natural Resources publications, 'Statistics' and 'Annual Report')
Key Identifier:	Name of mill licensee and Ministry administrative district and region
Size:	900 annual returns
Mode of Storage:	Paper file located in administrative district of mill location
<u>FILE NAME:</u>	<u>PRIVATE LANDOWNER SURVEY IN SOUTHERN ONTARIO</u>
Division/Branch:	Division of Forests Resource Economics Branch
Objective:	To provide data regarding the private, rural landowners' socio-economic characteristics and objectives of land ownership for the purpose of planning, resource management and programme evaluation Basis for the report "Rural Lands and Landowners of Southern Ontario", (1972)
Content:	Data on type and period of land tenure; population composition; owner socio-economic characteristics; owner objectives and attitudes; and, forestry recreation activities
Key Identifier:	County and township
Size:	3,963
Mode of Storage:	Paper, punch card, computer disc

MINISTRY OF NATURAL RESOURCES

FILE NAME: REPORT ON MINERAL INDUSTRY OPERATIONS -
AN ANNUAL CENSUS OF MINES AND MINERAL
PROCESSING PLANTS OPERATING IN ONTARIO

Division/Branch: Division of Forests
Mineral Resources Branch

Objective: To provide data for each mining operation in Ontario in an annual report of the Ministry of Natural Resources

Content: Data on mineral properties, known ore reserves, outputs, plants expansions, equipment added, lateral development, diamond drilling and employment. Also it provides information on company officials, incorporation and capitalization

Key Identifier: Company name, mine/plant location

Size: 120

Mode of Storage: Paper

FILE NAME: STATISTICS CANADA ANNUAL AND MONTHLY
CENSUS OF MINES

Division/Branch: Division of Mines
Mineral Resources Branch

Objective: To provide data for an annual statistical report on the mineral production by Ontario and for productivity studies research material for economic feasibility studies

Content: Data on the inputs and outputs of each mine, pit or quarry operation

Key Identifier: Statistics Canada code number on addressograph

Size: 481

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCES

FILE NAME: STATISTICS CANADA SURVEY OF MINING AND
EXPLORATION COMPANIES - EXPLORATION,
DEVELOPMENT AND CAPITAL REPAIR EXPENDITURES

Division/Branch: Division of Mines
Mineral Resources Branch

Objective: To provide data for an annual statistical
report and for studies of exploration and
capital expenditures in the mineral industry

Content: Data on work done and amounts spent on
exploration and development of mineral
properties

Key Identifier: Statistics Canada code number on addressograph

Size: 470

Mode of Storage: Paper

FILE NAME: MINERAL DEPOSIT RECORDS

Division/Branch: Division of Mines
Geoscience Data Centre

Objective: To provide geoscientists, management and
industry with concise, rapid-retrievable
information on mineral deposits

Content: Information on location, geology, and
mineralization, economic features such as
reserves and production, history of development
and ownership, and references to reports and maps
for individual deposits and mineral occurrences

Key Identifier: Filed geographically by territorial districts
and geographic townships

Size: Under development
manual files: present size 5,000, ultimate size
approximately 10,000
computer based files: present size 600 deposits

Mode of Storage: Paper copies and on magnetic tapes

MINISTRY OF NATURAL RESOURCES

FILE NAME: DEER BROWSE TALLY FORM

Division/Branch: Fish and Wildlife Research Branch

Objective: To provide data for browse surveys and for reports sent to head office

Content: Records of the counts of stems or twigs of young trees and shrubs eaten by deer

Key Identifier: None

Size: Variable 12-100

Mode of Storage: Paper

FILE NAME: FISH STOCKING RECORDS

Division/Branch: Fisheries Branch

Objective: To provide data for the preparation of the annual fish distribution report and for purposes of management and evaluation of stocking success

Content: A record of all lakes and streams currently stocked with hatchery reared fish

Key Identifier: i) waters stocked ii) county iii) species
iv) hatchery

Size: Not recorded

Mode of Storage: Paper

FILE NAME: LAKE SURVEY SUMMARY
AQUATIC HABITAT INVENTORY FORM SF 133

Division/Branch: Sport Fisheries Branch

Objective: To provide information on the ecological characteristics of lakes as an aid to management and planning

Content: A collection of physical, chemical and biological data of lakes in Ontario

Key Identifier: By district code and alphabetically within main and district offices

Size: 8,000

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCES

FILE NAME: MONTHLY FISH HATCHERY PRODUCTION SUMMARY

Division/Branch: Sport Fisheries Branch

Objective: To provide a summary of stock on hand each month for the purpose of allocation and distribution of stocks to various districts

To provide indicators of relative production efficiency

To provide data for the preparation of a production cost analysis

Content: A monthly inventory of each lot of fish in each hatchery including number, weight and size of fish, amount of food fed, mortality, growth and food conversion

Key Identifier: i) name of hatchery ii) lot code number

Size: Not specified

Mode of Storage: Paper

FILE NAME: CREEL CENSUS INTERVIEW (FORM SF 150)

Division/Branch: Sport Fisheries Branch

Objective: To provide a record of creel census interviews to aid in the analysis of the fish-angler complex

Content: The activities of fishing parties such as number hours fished, bait used, fishing method, weather, visitor type, origin, type of fishing, number of lines, species sought, species caught and number released

Key Identifier: Lat/long, date, party number

Size: 25,000/year

Mode of Storage: Tape

MINISTRY OF NATURAL RESOURCES

FILE NAME: STREAM SURVEY SUMMARY
AQUATIC HABITAT INVENTORY, FORM SF 138

Division/Branch: Sport Fisheries Branch

Objective: To provide information on the ecological characteristics of streams as an aid to management and planning

Content: A collection of physical, chemical and biological data on streams in Ontario

Key Identifier: Alphabetic by stream name, sequential by station number

Size: 1500

Mode of Storage: Paper

FILE NAME: FLIGHT REPORT FILE

Division/Branch: Air Service Branch

Objective: To provide data for monthly and annual reports

Content: Daily flight reports for the entire year by aircraft registration including pilot's and engineer's flying times, passenger insurance, and breakdown of flying for various branches of Ministry of Natural Resources

Key Identifier: Aircraft registration

Size: 150-200

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCESFILE NAME:QUARRY PERMIT

Division/Branch: Lands Administration Branch

Objective: To provide a continuous record of sand and gravel removed under permit from a specific parcel of ground

Content: Data on the amounts of material removed from specific parcels of ground under Authority of Quarry permit with accounting of royalty payments per cubic yard

Key Identifier: Numerical code

Size: Not available

Mode of Storage: Paper

FILE NAME:BEACH PROTECTION ACT LICENCE

Division/Branch: Lands Administration Branch

Objective: A continuous record of sand and gravel removed under licence from a specific parcel of ground or area of land under water

Content: Contains history of property, maps, photographs, data on amounts of material removed with accounting of royalty payments per cubic yard

Key Identifier: Numerical code

Size: Not available

Mode of Storage: Paper

MINISTRY OF NATURAL RESOURCES

<u>FILE NAME:</u>	<u>SALE OF LICENCES (FISH AND WILDLIFE)</u>
Division/Branch:	Financial Management Branch
Objective:	To provide data to indicate the number of hunters and fishermen both resident and non-resident in the province and the increase or decrease of this activity
Content:	Quantities of licences sold and revenues derived by licence type reported annually Available in Ministry of Natural Resources publication, 'Statistics'
Key Identifier:	Name of licence type
Size:	25,000
Mode of Storage:	Paper

<u>FILE NAME:</u>	<u>WATER LEVEL RECORDS (AT DAM SITES)</u>
Division/Branch:	Engineering Services Branch
Objective:	To provide records for the history of water levels on particular lakes and rivers To provide data to calculate flow records To provide information in water resources planning and development
Content:	Water level records of lakes and rivers taken above most of the dams operated by the ministry
Key Identifier:	None
Size:	50
Mode of Storage:	Paper

MINISTRY OF NATURAL RESOURCES

<u>FILE NAME:</u>	<u>ASSESSMENT WORK (ON MINING CLAIMS)</u>
Division/Branch:	Geological Branch
Objective:	To provide data for the preparation of compilation reports and maps To provide a library of unpublished geological information for public use
Content:	Results of prospecting of mining claims (unpatented) by private companies and individuals as required by the Mining Act
Key Identifier:	Numerical code
Size:	20,000
Mode of Storage:	Paper

<u>FILE NAME:</u>	<u>WEATHER RECORD</u>
Division/Branch:	Forest Fire Control Branch
Objective:	To provide data for correlating events such as: 1) growth or lack of growth of trees to measurable weather parameters 2) dryness of fuels and fire behavior to measurable weather parameters
Content:	Records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating
Key Identifier:	None
Size:	900
Mode of Storage:	Paper

MINISTRY OF NATURAL RESOURCES

<u>FILE NAME:</u>	<u>OPERATIONAL STATISTICS</u>
Division/Branch:	Northern Affairs Branch
Objective:	To provide data to the Northern Affairs Branch to evaluate its effectiveness To provide data to the participating ministries and agencies to evaluate the effectiveness of their programmes and their own field offices
Content:	Data on the enquiries, complaints, etc. received in 25 Northern Affairs offices in the field and the office of the co-ordinator at Toronto
Key Identifier:	None
Size:	26
Mode of Storage:	Paper

<u>FILE NAME:</u>	<u>ANNUAL REPORT OF WORKMEN'S COMPENSATION CLAIMS</u>
Division/Branch:	Information Branch Accident Control Section
Objective:	To determine areas where attention must be centered to control hazardous injury potential situations To provide data for safety officers, districts and branches
Content:	A record of injuries and illnesses reported to the Workmen's Compensation Board consisting of a compilation of the types, causes and costs and frequency of occurrences Available in Ministry of Natural Resources publication, 'Statistics'
Key Identifier:	None
Size:	1,000
Mode of Storage:	Paper

MINISTRY OF CULTURE AND RECREATIONFILE NAME:INQUIRY STATISTICS

Division/Branch: Citizens' Inquiry Branch

Objective: To collect data on inquiries received by the branch for these purposes:

- as the basis for reports to Deputy Ministers, MPPs and others;
- to indicate for our own planning and information purposes what type of inquiries are being handled

Content: A daily summary sheet completed by each staff member answering inquiries. The list of inquiries is compiled daily by provincial ministry or federal or municipal department

Key Identifier: Year, month, date of inquiries

Size: 3000 +

Mode of Storage: Paper

MINISTRY OF REVENUEFILE NAME:ASSESSMENT OF LAND AND IMPROVEMENTS -
BASIS OF LAND TAX LEVY

Division/Branch:	Corporation Tax Branch Land Tax Section
Objective:	To provide data as a basis for Provincial Land Tax Levy
Content:	Name and address of the taxpayer, survey description of property, judicial and department administration districts, assessment of land and buildings
Key Identifier:	Account number
Size:	68,000
Mode of Storage:	Paper file, computer tape

MINISTRY OF THE SOLICITOR GENERAL

FILE NAME: BREATHYLIZER STATISTICS

Division/Branch: Centre of Forensic Sciences

Objective: Data on
1) location of tests
2) number of interviews
3) number of refusals
4) number of tests
5) number charged
6) number not charged (low reading)

Content: File contains annual report of
breathalyzer statistics

Key Identifier: Force interviewing, location and results

Size: Large

Mode of Storage: Paper

FILE NAME: MONTHLY REPORT OF CASES

Division/Branch: Centre of Forensic Sciences

Objective: To provide data on
1) frequency of offenses broken down
geographically
2) numerical count of offenses against
the criminal code
3) court appearances at various levels
4) workload in terms of exhibits submitted
for examination

Content: Monthly - annual reports of cases, their
place of origin, type, number of exhibits
and court appearances

Key Identifier: Type of case, place of origin, number
of exhibits and court appearances

Size: Not available

Mode of Storage: Paper

MINISTRY OF THE SOLICITOR GENERAL

FILE NAME: UNIFORM CRIME REPORT -
CRIMINAL OCCURRENCES

Division/Branch: Ontario Provincial Police
Central Records and Communications Branch

Objective: To supply statistics to Statistics Canada
re: criminal occurrence

To provide data to O.P.P.
administration re: work load trends, etc.

Content: Contains forms LE28A and Statistics Canada
Forms "C" which record:
1) number of alleged and actual offences
2) offences cleared and how cleared
3) sex and age group of offenders charged
(these offences are against criminal
code of Canada, other federal laws,
provincial statutes and municipal by-
laws within O.P.P. jurisdiction)

Key Identifier: None

Size: 30

Mode of Storage: Paper

FILE NAME: UNIFORM CRIME REPORTING - POLICE
ADMINISTRATION STATISTICS

Division/Branch: Ontario Provincial Police
Central Records and Communications Branch

Objective: To provide data for input to Statistics
Canada statistics and to O.P.P. annual report

Content: Records in
1) area policed and population
2) transport in use
3) full-time personnel complement
4) number of occurrences re: missing persons,
drownings and auto thefts

Key Identifier: None

Size: Not available

Mode of Storage: Paper

MINISTRY OF THE SOLICITOR GENERALFILE NAME:UNIFORM CRIME REPORTING -
TRAFFIC OCCURRENCES

Division/Branch: Ontario Provincial Police
Central Records and Communications Branch

Objective: To supply statistics to Statistics Canada
re: traffic accidents and offences

To provide data to O.P.P. re: activity
workload effectiveness of patrols, etc.

Content: Statistics Canada form T recording
1) number of traffic offences alleged
and actual
2) offences cleared and how cleared
3) sex and age group of offenders
(offences re: criminal code of Canada,
other federal laws, Ontario Highway Act,
other provincial acts and municipal
by-laws, within O.P.P. jurisdiction)

Key Identifier: None

Size: 30

Mode of Storage: Paper

FILE NAME:POLICE ADMINISTRATION STATISTICS

Division/Branch: Ontario Police Commission

Objective: To provide data for the maintenance of
a system of statistical records for the
purpose of aiding the police forces in Ontario

Content: Statistics concerning municipalities having
a police force

Key Identifier: Name and address

Size: 207

Mode of Storage: Paper, 'see-fax' card

MINISTRY OF THE SOLICITOR GENERAL

FILE NAME: COUNTY/AREA ANNUAL PROGRESS REPORT
(EMERGENCY MEASURES)

Division/Branch: Emergency Measures Branch

Objective: To provide data for a review of the state of organization, planning, training, development and efficiency of county/area EMOS, as a source of statistics, and as a guide in the approval of county/area EMO budgets

Content: Data on the state of organization, planning, development and training of each county/area EMO with detail of annual activities

Key Identifier: Name and address

Size: 47

Mode of Storage: Paper

FILE NAME: FALLOUT-SHELTER SURVEY - ONTARIO

Division/Branch: Emergency Measures Branch

Objective: To evaluate fallout shelter vis-a-vis other protective systems

To provide the basis for future development of public fallout shelter systems

Content: Data on the identity, protective capability, available area and suitability of major buildings for use as public shelter against radioactive fallout throughout the province

(data available only to 1973)

Key Identifier: Index based on the geographical co-ordinates of the building (numbers from Government of Canada computer program)

Size: 55,000

Mode of Storage: Paper, visual display

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME:IMMIGRATION STATISTICS

Division/Branch: Citizenship Bureau

Objective: To provide data for research purposes

Content: Data on immigration from country of former residence and destination of immigrants for period between 1961-1973

- Toronto Statistics
- Ontario Breakdown Statistics
- Canada Statistics
- Toronto Distribution of Immigrants by (5) Areas in Toronto: i.e. Metro, North York, East York, Scarborough, Etobicoke

Key Identifier: Alphabetical subject system

Size: Large

Mode of Storage: Paper

FILE NAME:MONTHLY STATISTICAL BULLETIN

Division/Branch: Research Branch

Objective: To provide data on municipal and provincial welfare rolls

Content: Data on Family Benefits and General Assistance beneficiaries and expenditures, and child welfare. Available in the publication "Monthly Statistical Bulletin"

Key Identifier: By county and municipality

Size: Not available

Mode of Storage: Paper

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME:AREA STATISTICS

Division/Branch: Senior Citizens' Bureau

Objective: To show total beds in Municipality and Charitable Institutions for the elderly by Regional Municipalities, Counties and Districts within the five designated areas of the Province

Content: This file contains

- 1) Changes made in the number of beds and recorded by County, etc. and Institution
- 2) Bed Ratios per 1,000 population 60 and over in one column, and per 1,000 total population in a second column, both in ascending order, and showing the provincial average
- 3) Bed Ratios as above but divided into the 5 designated areas of the Province
- 4) Details of the existing and "under construction" beds under each Act and totalled for Regional Municipalities, Counties, and Districts with sub-totals for the designated areas of the Province. The detail also includes estimated "total" and "over 60" population with percentages and ratios
- 5) From a report furnished by the Ministry of Housing the Senior Citizens Apartment Units are summarized by Regional Municipalities, Counties and Districts, with sub-totals for the five designated areas of the Province. Details include the units in "pre-tender", "post-tender", "under construction", and "under management" categories.
- 6) Summary of known outstanding applications by Municipal and Charitable Homes, with the total expressed as a ratio per 1,000 population 60 years and over

Key Identifier: Location (region, county, district)

Size: 132 pages (annually)

Mode of Storage: Not available

MINISTRY OF TRANSPORTATION AND COMMUNICATIONSFILE NAME:WELLS FILE

Division/Branch: Special Services Office

Objective: To document source, quality and potential quantities of available water for human consumption and commercial use applications

To ensure that there is an adequate water supply and that the water meets the regulations of the World Health Organization

Content: Well-driller's log, contract prices for drilling wells, water well record form, chemical analysis and bacterial analysis reports, report of water samples of wells at all the department's patrol sites, and water depth recording charts for wells at service centres

Key Identifier: District number, patrol number

Size: 450

Mode of Storage: Paper

FILE NAME:TRAVEL TIME DATA - ROAD,
PUBLIC TRANSIT

Division/Branch: Systems Planning Branch
Municipal Planning Office

Objective: To provide data for transportation planning activities within Toronto Area Regional Model Study (TARMS) Region

Content: Travel time by mode from any traffic zone to all other zones

Key Identifier: TARMS 1971 Zones, Maps and List

Size: 1,400

Mode of Storage: Computer tape and list

MINISTRY OF TRANSPORTATION AND COMMUNICATIONSFILE NAME: TELEPHONE STATISTICS - FINANCIAL

Division/Branch: Ontario Telephone Service Commission

Objective: To provide information on the operation of independent telephone systems in Ontario

Content: Financial information on the operation and statistics on the number of phones etc. of the Independent Telephone Systems

Key Identifier: Name of telephone system

Size: 42

Mode of Storage: Paper

FILE NAME: GEOTECHNICAL CROSS REFERENCE AND RETRIEVAL SYSTEM (GEOCRES)

Division/Branch: Engineering Services Branch
Geotechnical Office

Objective: To provide subsoil, bedrock and ground-water information within the Province of Ontario for Government agencies, civil engineering and geological consultants, contractors, institutions of learning and the general public

Content: The results of all the foundations subsoil investigations carried out between 1954 and the current year by the Ministry or by consultants directly or indirectly for the Ministry. The locations of the investigations are marked on detailed maps. Reports and soil data may be viewed by a microfiche reader

Key Identifier: Geographical locations, work order, project, contract, district, site and Hwy. numbers

Size: 3,500

Mode of Storage: Paper, microfiche

MINISTRY OF TRANSPORTATION AND COMMUNICATIONSFILE NAME: TENDER PRICE INDEX

Division/Branch: Financial Branch

Objective: To provide data for cost estimating, budget purposes, comparing price trends with other provinces and signalling unusual price movements

Content: Prices, contract numbers, quantities and location of work performed by contractors on behalf of the Ministry of Transportation and Communications

Key Identifier: Contract number and tender item

Size: 500

Mode of Storage: Paper

FILE NAME: WATER TRANSPORTATION REPORT -
OPERATING EXPENSES OF FERRY BOATS

Division/Branch: Financial Branch

Objective: To provide data to report to Statistics Canada the Ministry of Transportation and Communications operating expenses of the various ferries in compliance with Water Transportation Report, Statistics Act, Chapter 257

Content: The operating expenses of ferries under the Ministry of Transportation and Communications jurisdiction

Key Identifier: None

Size: Not available

Mode of Storage: Paper

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

FILE NAME: EXPENDITURES ON HIGHWAYS BY COUNTY AND DISTRICT

Division/Branch: Financial Branch

Objective: To provide data on expenditures on highways for political, statistical and press releases by various jurisdictions

Content: Expenditures on highways by county and district

Key Identifier: Highway number and location

Size: 1,000

Mode of Storage: Computer tape

FILE NAME: MATERIAL PRICE INDEX

Division/Branch: Financial Branch

Objective: To provide data for planning and budgeting purposes

Content: Record of the price, quantity and type of material purchased by Ministry of Transportation and Communications from various suppliers

Key Identifier: Purchase order number and type of material

Size: 400

Mode of Storage: Paper

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: QUARTERLY FINANCIAL STATISTICS OF
ACTIVE CREDIT UNIONS IN ONTARIO

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To provide statistical data for -

- a) Administration of the Ontario Credit Unions Act (RSO - 1970)
- b) Economic analysis by Ministry of Treasury, Economics and Intergovernmental Affairs
- c) Statistical growth analysis by O.C.U.L. and CUNA

Content: Summary quarterly financial data on Active Credit Unions in Ontario, including -

1. Assets, liabilities
2. Member's equity
3. Income and expenditures
4. Reserve accounts, surplus account
5. New loans issued
6. Non-financial data (membership, purpose of loan, etc.)

Available in publication "Credit Union Quarterly Statistical Bulletin"

Key Identifier: Charter number

Size: 1,300 records (credit unions)

Mode of Storage: Punch card, magnetic tape

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: NON-NHA MORTGAGE REGISTRATIONS IN ONTARIO

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: Provide data for Economic Analysis and
Financial Planning

Content: Summary data on conventional real estate
mortgages (excluding chattel mortgages)
registered in Ontario which includes class
of mortgagor and mortgagee, amount of
mortgage, interest rate per annum, length
of contract.

Available in the publication "Realty
Mortgage Loans Registered in Ontario"

Key Identifier: 1) Mortgage registration number
2) Registry office/land titles office
number

Size: 220,000 records (mortgages)

Mode of Storage: Punch card, magnetic tape, computer disc

FILE NAME: SURVEY OF REAL ESTATE BROKERAGE FIRMS

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: The purpose of this authorized survey is to
provide this Ministry and the central policy
research units with information about the real
estate industry in Ontario for fiscal and
planning studies related to the service industries

Content: Summary financial statistics in terms of income,
business and consumers expenditures, and the
number of employees, and quarterly information
to provide a measure of output for the industry
such as number of real estate transactions and
their value

Annual publication started with 1972

Key Identifier: Not available

Size: 3,000 approximately

Mode of Storage: Punch cards, magnetic tapes

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: DETERMINATION OF TAX REDUCTION UNDER THE FARM TAX REDUCTION PROGRAM

Division/Branch: Subsidies Branch

Objective: To provide data on payments made for each farm property in order that recovery action can be taken when required

Content: Roll number, acreage, assessment and municipal tax information on all farm properties in Ontario from the year 1970 onwards. This year the farms will be classified by type, i.e., mixed, fruit, livestock, tobacco, etc.

Key Identifier: Assessment roll number by municipality

Size: 240,000

Mode of Storage: Computer and assessment rolls

FILE NAME: INVENTORY OF PROVINCIALLY-OWNED PROPERTIES

Division/Branch: Subsidies Branch

Objective: To provide a computerized listing of all properties eligible for a payment in lieu of taxes (excludes properties owned by Crown Agencies)

Content: The assessment roll number, municipal location name of owning Ministry, name of user Ministry size of property, assessed value, use of property and property description

Key Identifier: Assessment roll number by municipality

Size: 6,000 +

Mode of Storage: Computer tape

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: PARTIAL INVENTORY OF PROVINCE OWNED PROPERTY
WITH RESPECT TO WHICH (A) PAYMENTS IN LIEU
OF TAXES ARE MADE AND (B) TAXES ARE PAID FOR
OCCUPYING TENANTS

Division/Branch: Subsidies Branch

Objective: To provide data for the payment of subsidies (payments in lieu of taxes) and the payment of taxes for tenants to municipalities

Content: Assessment and municipal tax bill details with respect to province owned properties

Key Identifier: Name of municipality in which property is situated - name of government ministry responsible for property

Size: 7,500+ (6,000 properties on which payments in lieu are made - 1,500 properties on which taxes are paid for tenants)

Mode of Storage: Kardex tray

FILE NAME: PER CAPITA GRANTS REGISTER

Division/Branch: Subsidies Branch

Objective: To determine the population base and to calculate per capita grants paid to municipalities

Content: Population and calculations of grants paid per capita to municipalities

Key Identifier: Name of municipality

Size: 1,000

Mode of Storage: Paper

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: FINANCIAL STATEMENTS OF MUNICIPALITIES

Division/Branch: Municipal Services Division and
Taxation and Fiscal Policy Division
Municipal Finance Branch

Objective: To fulfil the statutors requirement to file
an annual audited statement by each
municipality

Content: Audited financial statement of each
municipality

Key Identifier: Municipality name

Size: 903

Mode of Storage: Paper

FILE NAME: RETURN OF ASSESSMENT AND POPULATION OF A
LOCAL MUNICIPALITY

Division/Branch: Municipal Finance Branch

Objective: To provide information on assessment and
population of each local municipality

Content: The assessment of real property and business
upon which taxes are levied and an analysis
of population by age groups

Key Identifier: Municipality name

Size: 863

Mode of Storage: Paper

FILE NAME: GRANTS REGISTER

Division/Branch: Municipal Finance Branch

Objective: To provide a list of provincial grants
received by each municipality in Ontario

Content: A list of municipalities with the provincial
grants received by each

Key Identifier: Municipality name

Size: 903

Mode of Storage: Paper

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: MUNICIPAL TAXATION BY-LAW FORMS

Division/Branch: Municipal Finance Branch

Objective: To provide municipal taxation information

Content: Details of the annual taxation levy (assessment, mill rates, taxation and special charges)

Key Identifier: Municipality name

Size: 863

Mode of Storage: Paper

FILE NAME: URBAN LAND USE IN ONTARIO

Division/Branch: Local Government Services Division

Objective: To provide data on the quantities of each urban land area devoted to different uses, in a sample of urban municipalities (50) to be examined as a comparative background against which standards and forecasts may be considered

Content: An analysis of urban land use areas in selected Ontario municipalities and includes quantities in each devoted to different land uses in relation to population size

Dated

Publication: Urban Land Use in Ontario Areas and Densities, 1970

Key Identifier: Urban municipality

Size: Not available

Mode of Storage: Paper

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:AREA STUDIES

Division/Branch: Local Government Services Division

Objective: To provide data on local community conditions

To provide information to other agencies of government concerned with the physical and economic development of the province

To provide data as a basis for local planning subdivision and official plan review, location of new town sites, transportation studies, etc.

Content: Survey data, (base study year) analysis and forecasts of population, employment and households (permanent and seasonal) and land use for most of the Province

Key Identifier: Study name, municipality, traffic zone

Size: Not recorded

Mode of Storage: Paper, maps

FILE NAME:SUBDIVISION APPLICATION DATA SHEETS

Division/Branch: Local Government Services Division

Objective: To provide data to determine the rate of application and approval by quantity and time of subdivision applications

Content: A summary by municipality of the applications for approval of the plans of subdivisions submitted to the Ministry of Treasury, Economics and Intergovernmental Affairs from 1946 to 1968 with respect to number of lots, date of submission, date of draft approval, date of final approval, area, registration date and number, etc.

Statistical file no longer maintained

Dated

Key Identifier: Numeric code/municipality

Size: Not available

Mode of Storage: Paper, map

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: MOBILE HOME PARK SURVEY, SELECTED DATA FROM
INTERVIEWS WITH MANAGERS

Division/Branch: Local Planning Policy Branch

Objective: Form a basis for an understanding of the mobile home situation in Ontario and a basis for further investigation

Content: Data obtained from managers of mobile home parks in Ontario organized on basis of the park, management of park, units in the park, relation to community. Report published and available in the Ontario Government Bookstore, 880 Bay Street

Key Identifier: Mobile home park

Size: Not available

Mode of Storage: Not available

QNTN

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INDEX OF STATISTICAL FILES IN THE ONTARIO GOVERNMENT 1976



Ministry of Treasury
Economics and
Intergovernmental
Affairs

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INDEX OF STATISTICAL FILES
IN THE
ONTARIO GOVERNMENT
1976



THE HONOURABLE W. DARCY McKEOUGH, Minister of Treasury
Economics and Intergovernmental Affairs
A. RENDALL DICK, Deputy Minister

PREFACE

This Index of Statistical Files in the Ontario Government is the third edition. It is the result of an increasing demand for such a reference work. In the process of revision we removed 36 listings that had become obsolete, modified 70 old listings and entered 42 new ones. As a result, 47 per cent of this edition's listings are wholly or partly new.

On the basis of previous years experience, we believe that this Index will continue to be useful to information officers, researchers and others who need statistical information from the Ontario Government. In the pages that follow, readers are introduced to a simple and easy method of finding out what files exist on a given subject, what those files contain and which Ministry has them.

Future editions of this Index will be modified and expanded according to the needs and wishes of the users.

We are most grateful for the co-operation and help provided by the ministries and agencies whose files are listed here.

Readers who have comments or suggestions for future editions of this Index are cordially invited to write to Mr. S. N. Sharma, Central Statistical Services, 9th Floor, 56 Wellesley Street West, Toronto, Ontario.

November 1976
Central Statistical Services

HOW TO USE THIS INDEX

This Index contains listings (or "abstracts") of files (physically, it may be a whole body or series of files) available in some ministry or agency of the Ontario Government.

Each listing contains these points of information:

- the name of the ministry or agency;
- the branch where the file is kept;
- a summary of the file content and its objective;
- the approximate number of records contained in the file;
- the mode of storage (such as paper, punch card, computer tape);
- the "key identifier" or chief means by which entries in the file are identified for purposes of retrieval. For instance, the file on exhaust emission from cars is "keyed" in three ways - by model year, manufacturer and engine displacement.

To find out what files exist on a given subject, first consult the index, which begins on page 1. After each listing you will see one or more code designations consisting of two capital letters and a number. For instance, files on timber are listed this way:

Timber,

 scaling, NR9

 utilization and production, NR9

The capital letters of the code (in this case NR) indicate the agency that keeps the file (in this case, Natural Resources). It also indicates the general section of the Index where the relevant abstracts can be found. The abstracts are grouped by ministry or agency, each of which is assigned a specific code. These code groups are arranged alphabetically in the Index. For a handy reference, the codes are listed on page IV.

In this instance, then, you would turn to section NR, page 9 (simply headed "NR9") to see what records are kept by the Natural Resources Ministry on timber scaling and on utilization and production.

Cross references are also used in the index to help you find the correct listing. For example the cross reference

Addiction, Drug - see Drug - addiction

will refer you to the full indexing of the subject Drug addiction.

TERMS USED IN THIS INDEX

A statistical file contains the records of all data collected by ad hoc surveys and continuous surveys (monthly, quarterly, annually) used to assist in research and development, policy planning, drafting legislation and other purposes. Such a file comprises the original source documents - that is, it is not in derived form. Some files listed in this Index are not statistical files in this sense but are files of statistical aggregates derived from administrative records.

Statistics, as used above, means facts or numerical data assembled, classified and tabulated to present significant information about a given subject.

Data means facts or figures from which statistics can be inferred.

File Objective is the description of the use to which the data in the file is put, in broad terms.

File Content is the general description of an organized collection of records directed toward a specific purpose and intended to help in policy planning, research and development or some other activity.

File Size is the number of records contained in a file.

A record is a collection of related information about a specific subject. For instance, the file on greenhouse-grown cut flowers contains a record on each greenhouse. Collectively, these records form one statistical file.

Key Identification refers to the major means of listing or identifying the items in a file - such as the name of the person or company or a person's Social Insurance Number.

KEY TO THE ALPHABETICAL CODE

AF	-	Agriculture and Food
AG	-	Attorney General
CR	-	Consumer and Commercial Relations
CU	-	Colleges and Universities
ED	-	Education
EN	-	Environment
GS	-	Government Services
HL	-	Health
IT	-	Industry and Tourism
LB	-	Labour
MH	-	Housing
NR	-	Natural Resources
RC	-	Culture and Recreation
RE	-	Revenue
SG	-	Solicitor General
SS	-	Community and Social Services
TC	-	Transportation and Communications
TE	-	Treasury, Economics and Intergovernmental Affairs

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- low-wage, LB9, LB10
- opportunities, LB16
- part-time, LB12
- patterns of family, LB10
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- temporary, LB14
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- hydrologic parameters, EN4

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- management, AF9
- pesticide usage, AF7
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- credit unions, CR5
- public,
 - grants, TE19
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- assistance,
 - family benefits, SS3, SS5
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- investigations, SG2
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- catch reports, NR5
- hatchery, NR15
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- commercial, NR2
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- conservation, NR1, NR8
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Foundry,

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Government,

- buildings, GS1, GS2
- equipment, EN3
- expenditures, SS2, TC1-TC3
- loans and grants, ED4, TE15
- operational statistics, NR14
- publications, AF2, AF4-AF7, IT3, IT4, SS4, SS5
- research, TE1
- social services, SS1
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- storage and consumption of, AF2

Grants,

- forest, TE18
- provincial, ED1, TE15, TE19
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Health,

- establishments, HL7
- mental, SS2
- occupational disease, HL5
- public, HL2
- services,
 - ambulance, HL4, HL6
 - health unit, HL2, HL4, HL7
 - homes for the aged, SS4
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Higher Education,

- capital support, CU4, CU6, CU7
- operating support, CU9, CU10
- see also Education

Highways,

- expenditures on, TC2
- pavement, TC2
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Homes,

- for the aged, SS4
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Horses, AF11

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- staff, CU1, CU7, HL4, HL6
- utilization statistics, HL6

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Housing, TE8

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- employees, HL5, LB12-LB14
- establishments, TE5
- ferrous foundry, IT2
- food processing, LB16
- furniture, IT2
- hours of work, LB17-LB19
- investment in, IT1
- licensing of, NR9, NR11, NR12

Industry, (cont'd)

- manpower needs, LB16
- principal statistics, TE6
- reports, NR10
- studies, IT1
- unions, LB6, LB7
- wages, LB11, LB12
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- charitable, SS4
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- crop, AF1
- fire, SG2
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Labour,

- complaints, LB4
- disputes, LB4, LB5
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- ecological characteristics, NR15, NR16
- fishing activity, NR5
- stocking, fish, NR7
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 - level, NR6
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- waterfowl, NR22

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- area studies, TE12
- government,
 - leased, GS1
 - owned, GS1
 - private ownership, NR8
- registration, CR6
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- usage, IT3, TE14, TE18
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Language of Instruction, ED7

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- labour, LB8

Leisure time, IT4

Licenses,

- business, EN2
- mines and industries, NR9, NR11, NR12
- registration, NR3-NR6, NR20

Livestock,

- diseases, AF12
- inventories, AF4
- pricing, AF7
- reports on, AF9
- sales, AF12
- value of, AF8

Loan and Trust Corporations, CR7

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- inspections, HL9

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- commodities, TE4
- energy consumption, TE2
- establishments, TE5
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Occupational Training, CU1

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Parks and Reserves, IT3, MH1

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Pesticides,

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- census of, TE8
- projections, TE20
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- enrolment, CU1, ED7
- facilities, ED6
- health services, HL2, HL3
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- student,
 - health status, HL2, HL7
- teachers, ED7

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Sewage,

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- caseload, SS1
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- mentally retarded, SS2
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Strikes, LB4, LB5

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- health status, HL7
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Transportation,

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- grouse, NR21
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- survival of, NR7
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- industrial claims, LB20

- see also Compensation

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- machine inspection, HL9

STATISTICAL FILE LISTING

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: AGRICULTURAL RESEARCH DATA
- UNIVERSITY OF GUELPH

Division/Branch: Agricultural Research Institute
of Ontario

Objective: To provide data for a basis of
research findings which are reported
in the annual reports of the Agricultural
Research Institute of Ontario

Content: Agricultural research data collected
and held by University of Guelph
operating under a standard contract
with Ministry of Agriculture and Food
together with agricultural research
data collected by colleges and
universities operated by the Ministry
of Agriculture and Food.

Data available in Annual Report

Key Identifier: Not stated

Size: Not stated

Mode of Storage: Not stated

Retention Period: Perpetual

FILE NAME: INSURANCE CONTRACTS (CROP)

Division/Branch: Crop Insurance Commission of Ontario

Objective: To provide data to underwrite an
insurance contract, and to use in
statistical analysis and in actuarial
calculations.

Content: Records of individual crop insurance
contracts; up to 26 plans presently
available.

Key Identifier: Contract number

Size: 25,000

Mode of Storage: Paper file (primarily), punch card
and computer tape (for analysis).

Retention Period: Permanent

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: GRAIN CORN STORAGE AND CONSUMPTION
IN ONTARIO

Division/Branch: Economics Branch

Objective: To accumulate historical data on Ontario grain corn shortage, movement and consumption after publishing the results of the monthly survey monthly.

Content: Data on grain corn industry groups.
Summaries released.

Key Identifier: Numeric code

Size: 120 per month

Mode of Storage: One-page questionnaire

Retention Period: Not decided

FILE NAME: MONTHLY CREAMERY AND CHEESE FACTORY SURVEY

Division/Branch: Economics Branch

Objective: To prepare statistics for publication in "Monthly Dairy Report"

Content: Data on the production and stocks of cheddar cheese, creamery butter and whey butter.
"Monthly Dairy Report" available upon request.

Key Identifier: Not stated

Size: 140

Mode of Storage: Paper file

Retention Period: 7 years

MINISTRY OF AGRICULTURE AND FOODFILE NAME: MONTHLY DAIRY SCHEDULE

Division/Branch: Economics Branch

Objective: To prepare statistics for publishing in the "Monthly Dairy Report"

Content: Data on the sales of milk by licensed distributors by area, class of milk and container size

(Refer to Ministry Form D-147)

"Monthly Dairy Report" available upon request.

Key Identifier: None

Size: 245

Mode of Storage: Paper files

Retention Period: 7 years

FILE NAME: ONTARIO CENSUS OF FRUIT TREES

Division/Branch: Economics Branch

Objective: To produce a breakdown of fruit trees in Ontario.

Content: Data on fruit trees on farms, broken down by type, variety, age and geographic region; also by root stock for apples.

Available on request in reports:
Apples; Tender Fruits; Grapes.

Key Identifier: Not stated

Size: 8,000

Mode of Storage: Paper file

Retention Period: 3 years

MINISTRY OF AGRICULTURE AND FOODFILE NAME: RETAIL PRICE OF MILK BY CONTAINER TYPE

Division/Branch: Economics Branch

Objective: To prepare tables for inclusion in "The Monthly Dairy Report".

To indicate pricing trends between jug stores, chain stores, home delivery, etc., in major market areas.

Content: Data on the retail price of milk in various types of outlet by container type, in 38 Ontario markets.

"Monthly Dairy Report" available on request.

Key Identifier: Not stated

Size: 200

Mode of Storage: Paper file

Retention Period: Not decided

FILE NAME: SEMI-ANNUAL SURVEY OF FARMERS

Division/Branch: Economics Branch

Objective: To prepare estimates of field crop acreages and livestock inventories on a county basis.

Content: Data on field crop acreages, livestock numbers by class and age, etc.

Aggregate data appear in Annual Report, publication 20, Agriculture Statistics in Ontario.

Key Identifier: Numeric code

Size: 34,000

Mode of Storage: Computer tape

Retention Period: 5 years

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: SURVEY OF CROP CORRESPONDENCE - MONTHLY

Division/Branch: Economics Branch

Objective: To prepare tables for publications in "Monthly Crop and Livestock Report".

Content: Data on crop conditions, estimates of yields, etc.
"Monthly Crop and Livestock Report" available on request.

Key Identifier: Numeric code

Size: 1,800

Mode of Storage: Paper files

Retention Period: 3 years

FILE NAME: SURVEY OF GRAPE-GROWERS

Division/Branch: Economics Branch

Objective: To obtain general information about grape-growers' operations.

Content: Information concerning size of operation, varieties grown, plantings, removals and general information.
Averages and aggregates published.

Key Identifier: Name and address

Size: 2,000

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF AGRICULTURE AND FOODFILE NAME: SURVEY OF MILK CONTAINERS

Division/Branch: Economics Branch

Objective: To provide a summary for publication in "Monthly Dairy Report".

Content: Data describing the size and type of retail milk packages in the 5 major markets in Ontario.

(Refer to Ministry form D-147).

"Monthly Dairy Reports" available on request.

Key Identifier: None

Size: Not stated

Mode of Storage: Paper files

Retention Period: Not decided

FILE NAME: SURVEY OF NURSERIES (ANNUAL)

Division/Branch: Economics Branch

Objective: To prepare tables for publication in "Seasonal Fruit and Vegetable Report".

Content: Sales of fruit trees by variety to fruit growers.

"Seasonal Fruit and Vegetable Report" available on request.

Key Identifier: None

Size: 246

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: SURVEY OF PESTICIDE USE BY FARMERS

Division/Branch: Economics Branch

Objective: To obtain information about use of agricultural chemicals by farmers.

Content: Amount of agricultural chemicals used by farmers, the crops they were used on, and the degree of control obtained by their use.

Summaries released.

Key Identifier: Numeric code

Size: 20,000

Mode of Storage: Paper files

Retention Period: Not decided

FILE NAME: SURVEY OF PRICE CORRESPONDENTS (MONTHLY)

Division/Branch: Economics Branch

Objective: To prepare tables for publication in "Monthly Crop and Livestock Report".

Content: Data on the average neighbourhood prices of field crops and livestock at the 15th of each month.

"Monthly Crop and Livestock Report" available on request.

Key Identifier: None

Size: 1,200

Mode of Storage: Paper files

Retention Period; 2 years

MINISTRY OF AGRICULTURE AND FOODFILE NAME: VALUE PER HEAD OF LIVESTOCK (SEMI-ANNUAL)

Division/Branch: Economics Branch

Objective: To estimate inventory value of livestock on farms in Ontario.

Content: The average value per head of livestock on farms.
Aggregate data appear in Annual Report, Publication 20.

Key Identifier: None

Size: 5,000 - 6,000

Mode of Storage: Schedules stored

Retention Period: 5 years

FILE NAME: AGRICULTURAL ENGINEERING
EXTENSION SERVICE ANNUAL REPORT

Division/Branch: Extension Branch

Objective: To provide records of activities, programs, progress, changes in Agricultural Engineering Extension programs in individual areas and on a provincial basis.

Content: Annual reports of each Agricultural Engineer in Extension Branch; statistical reports and comments are made on: drainage, pond, farm structures, miscellaneous designs; 4-H tractor and engineering clubs; talks; scientific papers and schools; mass media presentations.

Key Identifier: Location of engineer and name

Size: 1 compiled report and 1 report per year per engineer

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: ANNUAL REPORTS OF AGRICULTURAL OFFICES
BY COUNTY

Division/Branch: Extension Branch

Objective: To prepare Annual Report of Extension Branch.

To provide a record of activities, programs, changes and progress of extension work in each county and district.

Content: Annual reports of each County or District office in the province where an Agricultural office is located; statistical reports and comments on: farm business, livestock, soil and crop management contracts; personnel; present state of, and changes in, agricultural economy; new trends; activities; projects; general extension programs and activities; 4-H club statistics, analysis and activities; junior farmers statistics and activities; assistance provided to farmers in Northern Ontario; mass media releases.

Key Identifier: County or district and year

Size: 54

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF AGRICULTURE AND FOOD

<u>FILE NAME:</u>	<u>EXTENSION BRANCH ANNUAL REPORTS</u>
Division/Branch:	Extension Branch
Objective:	To provide a record of the activities, programs, changes and progress of the Extension Branch from inception to present.
Content:	Compiled report of Extension Branch activities for each fiscal year based on the reports from each of the 54 individual county or district agricultural offices.
Key Identifier:	Year
Size:	Not stated
Mode of Storage:	Paper file
Retention Period:	Permanent
<u>FILE NAME:</u>	<u>ANIMALS USED IN RESEARCH</u>
Division/Branch:	Veterinary Services Branch
Objective:	<p>To record the number of every species of animal used for research in a registered research facility each year.</p> <p>To record the number of dogs and cats purchased or otherwise acquired by registered research facilities each year and their source.</p> <p>To record the number of dogs and cats that in any experiment or surgical procedure did not recover from anaesthesia.</p> <p>To assist enforcement of the Animals for Research Act.</p>
Content:	<p>Annual statistics reported by registered research facilities.</p> <p>Aggregate data available.</p>
Key Identifier:	Name and address
Size:	75
Mode of Storage:	Paper file
Retention Period:	Permanent

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: DEAD ANIMAL DISPOSAL STATISTICS - MONTHLY

Division/Branch: Veterinary Services Branch

Objective: To compile statistics re: number of dead animals collected (reported in Annual Report of Ministry).

To maintain record of dead animal collectors, dead animal plants and dead animal meat brokers.

Content: Data re names and addresses of the licensed operators under the Dead Animal Disposal Act, monthly statistics for the number of dead animals collected.

Aggregate data available.

Key Identifier: Name and address

Size: 55

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: P.M.U. FARM

Division/Branch: Veterinary Services Branch

Objective: To provide data on numbers of horses maintained by farms licensed under the P.M.U. Farms Act.

(P.M.U. - Pregnant Mare Urine)

Content: Data on the number of horses on each farm.

Aggregate data available.

Key Identifier: Name and address of farm

Size: 100 - 125

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF AGRICULTURE AND FOODFILE NAME: LIVESTOCK COMMUNITY SALES

Division/Branch: Veterinary Services Branch

Objective: To provide information on sales conducted under the Livestock Community Sales Act, listing the number of animals sold and the number rejected.

Content: Information on the number of animals sold and rejected.
Aggregate data available.

Key Identifier: Name of sales barn and owner

Size: 70 - 90

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME: MEAT INSPECTION REPORTS

Division/Branch: Veterinary Services Branch

Objective: To provide information for examining carefully the diseases occurring in animals and to maintain comparative annual records to determine the statistical incidence of certain diseases and conditions.

Content: Information on the ante-mortems and post-mortems on the animals inspected.

Key Identifier: County and plant number

Size: 268 slaughtering plants
146 meat inspectors

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: VETERINARY SERVICES LABORATORY
SPECIMENS & CONSIGNMENTS

Division/Branch: Veterinary Services Branch

Objective: To provide data for a summary of workload.

Content: A record of submission of specimens by species and sample examined and of tests performed in each of six laboratories.

Key Identifier: Not stated

Size: 6

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: SUPREME COURT OF ONTARIO
MONTHLY RETURNS OF LOCAL
REGISTRARS

Division/Branch: Supreme Court of Ontario

Objective: To provide data on current local court activity and for scheduling of Supreme Court circuits.

Content: Data on the volume and type of pre-trial activity, in the local offices of the Supreme Court of Ontario.

Key Identifier: Name of county and month of reporting

Size: Not stated

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME: SUPREME COURT OF ONTARIO
BUSINESS AT ASSIZES

Division/Branch: Supreme Court of Ontario

Objective: To provide data on work done at each sitting of the Supreme Court and for controlling the disposition of Supreme Court cases.

Content: Data regarding the work done at each jury or non-jury sitting of the Supreme Court of Ontario.

Key Identifier: Name of county and date of sitting

Size: Not stated

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: PYRAMID SCHEMES - PROSPECTUS

Division/Branch: Business Practices Division
Pyramid Schemes

Objective: To maintain a record of prospectuses
filled by pyramid scheme promoters.

Content: All or part of the copies of the
accepted prospectus, Parts A and B.

Key Identifier: Company name

Size: 214

Mode of Storage: Paper file

Retention Period: 5 years

FILE NAME: ANNUAL RETURNS REPORT (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data on administrative
planning for public information.

Content: Reports of returns, cancellations
and amendments of companies.

Key Identifier: Name

Size: 165,000

Mode of Storage: Paper file, computer tape and microfilm

Retention Period: Not decided

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONSFILE NAME:CANCELLATIONS (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data for administration and planning.

Content: Data on cancellations of companies.

Key Identifier: Name

Size: 165,000

Mode of Storage: Paper file and microfilm, computer tape

Retention Period: Not decided

FILE NAME:PARTNERSHIPS/PROPRIETORSHIPS REGISTRATIONS AND DISSOLUTIONS

Division/Branch: Companies Division

Objective: To provide data on businesses for public information.

Content: Registrations and dissolutions of partnerships and proprietorships.

Key Identifier: Name

Size: 70,000

Mode of Storage: Paper file and microfilm

Retention Period: 5 years from the date of registration

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONSFILE NAME:STATISTICAL REPORT (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data for administration and planning.

Content: Data on the number and type of corporation, place of incorporation, number of active companies and number of defaults.

Key Identifier: Name

Size: 165,000

Mode of Storage: Paper file, computer tape and microfiche

Retention Period: Not decided

FILE NAME:ANNUAL ONTARIO BIRTH REGISTRATION
(STATISTICAL DATA)

Division/Branch: Office of the Registrar General

Objective: To provide statistics at the provincial and federal level relating to births occurring in Ontario.

Content: Numerical statistical data relating to each birth registered.

Key Identifier: Birth index number

Size: 126,000

Mode of Storage: Punch card, computer tape

Retention Period: Not decided

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: ANNUAL ONTARIO DEATH REGISTRATIONS
(Statistical Data)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to deaths of Ontario residents and visitors.

Content: Numeric statistical data relating to each death registered.

Key Identifier: Death index number

Size: 62,000

Mode of Storage: Punch card, computer tape

Retention Period: Not decided

FILE NAME: ANNUAL ONTARIO MARRIAGE REGISTRATIONS
(Statistical data)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to marriages occurring in Ontario.

Content: Numeric statistical data relating to each marriage registered.

Key Identifier: Marriage index number

Size: 73,000

Mode of Storage: Punch card, computer tape

Retention Period: Not decided

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONSFILE NAME: NUMBER OF CREDIT UNIONS

Division/Branch: Office of the Superintendent of Insurance and Registrar of Loan and Trust Corporations
Insurance, Loan and Trust Corp., Credit Unions and Cemeteries Branch

Objective: To provide data for administration.

Content: Data on the number and type of credit union, financial reports, examination reports, by-laws, correspondence.

Key Identifier: Name

Size: 4,000

Mode of Storage: Paper file

Retention Period: 12 years

FILE NAME: FINANCIAL DISCLOSURE

Division/Branch: Ontario Securities Commission

Objective: To fulfill part XII of The Securities Act and related Regulations.

Content: Financial statements mailed by corporations to their shareholders including any additional information filed with the Commission.

Key Identifier: Name

Size: 2,500 reporting companies

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONSFILE NAME: INSIDER TRADING

Division/Branch: Ontario Securities Commission

Objective: To fulfill part XI of Ontario Securities Act and Sections 148 and 149 of Ontario Business Corporations Act.

Content: Data on insider, date of transaction, month end holdings.

Key Identifier: Name

Size: 20,000 reports per annum

Mode of Storage: Paper file

Retention Period: Not decided

FILE NAME: MONTHLY AND ANNUAL RETURNS FROM LAND REGISTRY OFFICES

Division/Branch: Property Rights Division

Objective: To summarize revenue and activity statistics relating to the Land Registry Offices.

To allow for compilation of statistical data for present and past periods.

Content: Monthly returns since January 1970 and annual returns from Land Registry Offices. (There are now 65 offices in Ontario).

Annual Returns from approximately 1964 to date for all offices, and for varying longer period for some, are retained on file.

Key Identifier: Annual returns - year or office
Monthly returns - month

Size: 4,000 monthly records
Indeterminate annual records (about 2,500)

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: ANNUAL REPORT OF THE REGISTRAR OF
LOAN & TRUST CORPORATIONS

Division/Branch: Registrar of Loan & Trust Corporations

Objective: To provide a management tool.

To provide an ongoing record of
information relative to the Loan
and Trust Industry.

To fulfill a requirement of the Loan
and Trust Corporations Act.

Content: Annual financial statements, statistical
tables and miscellaneous information
relative to the loan and trust industry.

Key Identifier: Type of company and name

Size: One annual report for each year since
1887

Mode of Storage: Book

Retention Period: Perpetual

FILE NAME: ANNUAL REPORT OF THE SUPERINTENDENT
OF INSURANCE ONTARIO

Division/Branch: Superintendent of Insurance

Objective: To provide a management tool.

To provide an ongoing record of
information relative to the Insurance
Industry.

To fulfill a requirement of The
Insurance Act.

Content: Annual financial statements, statistical
tables and miscellaneous information
relative to the insurance industry.

Key Identifier: Type of company and name

Size: One annual report for each year since 1878

Mode of Storage: Books

Retention Period: Perpetual

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: FEE PAYERS IN SHORT PROGRAMS

Division/Branch: College Affairs Branch

Objective: To record monthly enrolment and courses offered by colleges and education centres in Ontario. Information available to C.A.B. and others.

Content: Monthly enrolment in Short Programs
Fee Payers in the Colleges in Ontario
Full and part-time.

Key Identifier: C.A.B. #20 Short Programs

Size: Not stated

Mode of Storage: Paper file (cabinet)

Retention Period: 3 years minimum

FILE NAME: R.N.A. (SCHOOLS)

Division/Branch: College Affairs Branch

Objective: To compile data for Ministry of Colleges and Universities and for Annual Report.

Content: 1) number of students enrolled per class and annually
2) number of students graduating per class and annually
3) attrition rate per class and annually
4) number of graduates employer per class and annually

Key Identifier: R.N.A. School

Size: Not stated

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: MANAGEMENT DEVELOPMENT PROGRAM

Division/Branch: Industrial Training Branch

Objective: To record monthly enrolment reports and courses offered by colleges - information available to C.A.B.

Content: Monthly enrolment in Management Development Programs in the colleges in Ontario.

Key Identifier: M.D.P.

Size: Not stated

Mode of Storage: Paper files in wall unit

Retention Period: 3 years minimum

FILE NAME: MONTHLY REPORT ON ENROLMENT IN APPRENTICESHIP TRAINING PROGRAMS

Division/Branch: Industrial Training Branch

Objective: To provide information as needed to I.T.B. and others.

Content: Monthly enrolment reports for all colleges in Ontario where apprentice programs are available.

Key Identifier: Apprentice training, I.T.B. #1368

Size: Not stated

Mode of Storage: Paper files in wall unit

Retention Period: 2 years - records from April 1974

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: MONTHLY REPORT ON ENROLMENT IN
RETRAINING PROGRAMS

Division/Branch: Industrial Training Branch

Objective: To supply information as needed to
I.T.B. and others.

Content: Monthly enrolment reports in retraining
at the Colleges and Training Centres
in Ontario.

Key Identifier: Manpower training, I.T.B. #1367

Size: Not stated

Mode of Storage: Paper files in wall unit

Retention Period: 3 years - in unit

FILE NAME: TRAINING IN BUSINESS AND INDUSTRY

Division/Branch: Industrial Training Branch

Objective: To record monthly enrolment and
courses offered.

Content: Monthly enrolment in T.I.B.I. programs
in the colleges in Ontario.

Key Identifier: T.I.B.I. enrolments I.T.B. #1369

Size: Not stated

Mode of Storage: Paper files in wall unit

Retention Period: 3 years minimum

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME: ALLOCATION INVENTORY DATA

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide space data for input to the Capital Formula Entitlement and Allocation Model for the universities and other applicable institutions, excluding the Colleges of Applied Arts and Technology.

Content: Net assignable square footage, building age and age/quality discount building areas for appropriate buildings at universities and other applicable institutions.

Key Identifier: Institution and building code

Size: 500

Mode of Storage: Card file, computer tape

Retention Period: Permanent

FILE NAME: CAPITAL PROJECT SUPPORT DATA
(SPACE/COST LIBRARY)

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide data for comparative cost analysis for the Colleges of Applied Arts and Technology and other applicable institutions.

Content: Tender costs by element, \$/gross square foot, \$/net square foot, adjusted unit costs and % space distribution.

Key Identifier: Institution and building code

Size: 1,000

Mode of Storage: Paper file, computer tape

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIES

<u>FILE NAME:</u>	<u>FINANCIAL STATEMENT OF ALL COLLEGES OF APPLIED ARTS AND TECHNOLOGY, UNIVERSITIES AND RELATED INSTITUTIONS</u>
Division/Branch:	Institutional Accounting and Architectural Services Branch
Objective:	To provide financial information concerning the operations and financial positions of the above mentioned institutions.
Content:	Audited financial statements.
Key Identifier:	Name of institution
Size:	One report per year from each of the institutions
Mode of Storage:	Paper file
Retention Period:	Permanent
 <u>FILE NAME:</u>	 <u>I.S.F. (INDIVIDUAL SPECIFIC FILE) INVENTORY DATA</u>
Division/Branch:	Institutional Accounting and Architectural Services Branch
Objective:	To provide space data for input to the Campus Model for planning purposes for the Colleges of Applied Arts and Technology.
Content:	Square footage for appropriate buildings at the colleges and room by room account with number of student stations
Key Identifier:	Project, facility, campus, building code
Size:	300
Mode of Storage:	Card file, computer tape
Retention Period:	Permanent

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: ONTARIO UNIVERSITIES PHYSICAL RESOURCES SURVEY

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To record and assess use of physical
resources.

Content:

1. Physical resources inventory of universities
2. Staff roster and staff location data
3. Class meeting schedule data
4. Graduate student location data
5. Building characteristics
6. Building area data, gross square footage, net square footage
7. Room characteristics
8. Dining station use patterns
9. Reader space use data
10. Land resources inventory

Key Identifier: University code, building code,
room code, etc.

Size: Not stated

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME:SPACE FACTOR DATA - STUDENTS

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide data for comparative space use analysis.

Content: Data on the net assignable square feet:
 (a) by space type/student contact hour
 (b) by space type/user

Information on hours/week of use, % station occupancy, program and level parameters.

Key Identifier: Space use type

Size: 200

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:TOTAL REVENUE AND EXPENSES FOR
PROvincially-ASSISTED UNIVERSITIES

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide comparative financial information concerning the operations of provincially-assisted universities.

Content: Operating statements in a standardized format plus consolidations and analyses.

Key Identifier: University

Size: Bound book published once per year
 - 100 pages

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME: I.S.F. (INDIVIDUAL SPECIFIC FILE) STAFF

Division/Branch: Statistical Services Branch

Objective: To provide background and salary information on staff employed by the Colleges of Applied Arts and Technology.

Content: Social, academic and prior experience information on all staff members by employment categories.

Key Identifier: I.S.F. SF

Size: 10,000

Mode of Storage: Computer tape

Retention Period: Permanent

FILE NAME: I.S.F. (INDIVIDUAL SPECIFIC FILE) STUDENTS

Division/Branch: Statistical Services Branch

Objective: To provide background and program information on full-time post-secondary students enrolled in the Colleges of Applied Arts and Technology.

Content: Social and academic background information, program enrolments, graduation and withdrawal information.

Key Identifier: I.S.F. ST

Size: 50,000

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: PART TIME COLLEGE OF APPLIED ARTS
AND TECHNOLOGY STUDENTS

Division/Branch: Statistical Services Branch

Objective: To provide data to the Council of Regents.

Content: Specific statistical information on CAAT Part-time.

Key Identifier: None

Size: 20,000 - 25,000 individual student records per year

Mode of Storage: Tape

Retention Period: Permanent

FILE NAME: REQUESTS TO THE UNIVERSITIES FOR
INFORMATION FROM THE COMMITTEE ON
UNIVERSITY AFFAIRS (CUA-70-A to
CUA-70-N)

Division/Branch: Statistical Services Branch

Objective: To provide data annually to the committee on University Affairs.

Content: Statistical information on university enrolment and operations. Discontinued in 1973. Similar data available from Ontario Council on University Affairs.

Key Identifier: None

Size: Not stated

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME: UNIVERSITY ENROLMENT DATA UAR SYSTEM

Division/Branch: Statistical Services Branch

Objective: To provide data to determine the basic income units for paying out grants to universities and statistical data on enrolments.

Content: Information on the actual enrolment at each university by (formula) program and academic level.

Key Identifier: None

Size: Not applicable

Mode of Storage: Paper file, punch card

Retention Period: Not determined

FILE NAME: ACADEMIC STAFF AND SALARY SCHEDULE
(FORM UA-1)

Division/Branch: University Affairs Division

Objective: To provide statistical information for cost study purposes re: universities

Content: Information on the academic staff salaries at provincially assisted universities.

Key Identifier: None

Size: 1,680

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF EDUCATIONFILE NAME:ANNUAL FINANCIAL STATEMENTS AND
SCHEDULES

Division/Branch:

School Business and Finance Branch
Grants Services Section

Objective:

To provide data -

- a) for estimating and verifying board expenditures and calculating provincial grants to school boards
- b) for reports to Treasury and Economics
- c) for estimates of capital needs
- d) for planning and forecasting, in part, by computer simulation

Content:

School board annual Financial Statements, Schedules and other related data.

Aggregate data published annually in "Education Statistics - Ontario".

Key Identifier:

MIDENT

Size:

Approximately 220 boards

Mode of Storage:

Paper file, computer tape

Retention Period:

To be decided

MINISTRY OF EDUCATIONFILE NAME:APPROVAL FOR EXPERIMENTAL COURSES
(FORM ME215A)

Division/Branch:

Curriculum Development Branch

Objective:

Operational record used to analyze provincial educational trends; also serves as proof to the ministry that certain courses have been approved for use in local schools; also used to validate credits for diploma purposes.

Content:

Originals and copies of correspondence involving the Regional Directors, School Boards, and the Branch, relating to the submission of courses developed by teachers for approval. Attached to the requests for approval are detailed course outlines. Ministry support work such as reports and recommendations by Education Officers may also be included.

Aggregate available annually from the text of the Annual Report of the Minister of Education.

Key Identifier:

School board

Size:

Correspondence with 220 boards

Mode of Storage:

Paper file

Retention Period:

9 years

MINISTRY OF EDUCATION

FILE NAME: "CIRCULAR 15: CANADIAN CURRICULUM
MATERIALS"

Division/Branch: Curriculum Development Branch

Objective: To provide Ontario teachers with a guide to learning material of Canadian authorship and manufacture.

Content: File describes books, films and other educational media in the following manner:

- title, author(s), edition, publisher and date
- type (book, film, film loop, etc.)
- size (book, number of pages, 16mm, running time, whether black and white or colour)

Key Identifier: Cross indexed by title, author, publisher, date and by subject matter

Size: Over 5,000 entries

Mode of Storage: Computer tape and occasional publication

Retention Period: Not stated

MINISTRY OF EDUCATION

FILE NAME:

LEGISLATIVE GRANT APPROVALS FOR
SCHOOL CONSTRUCTION

Division/Branch:	School Business and Finance Branch Architectural Services Section
Objective:	To provide data with respect to school building projects approved for grant purposes. To provide data to Ontario Municipal Board and the Ontario Fire Marshal.
Content:	Data on tentative approval cost and applicable grants, pupil loading, net functional floor area, accommodation units, sketch plans, working drawings, description of space, allocation to general or vocational education and cost of furniture and equipment. Aggregate published annually in the text of the Report of the Minister of Education.
Key Identifier:	Name of school and board and project number
Size:	Approximately 2500 elementary schools and 550 secondary schools
Mode of Storage:	Paper file
Retention Period:	Life of building plus three years

MINISTRY OF EDUCATIONFILE NAME:MASTER IDENTIFICATION FILE MIDENT

Division/Branch: Education Data Processing Branch
Systems Development

Objective: Designed for control of and access to major fields of education data in Ontario by co-ordinating all computer reference to schools and boards. (Some of the major users are Regional Offices, School Business and Finance, Planning and Research and the Education Data Processing Branches. The latter uses it for its data processing services to boards).

Provides address file and circulation list for Ministries, under the responsibility of Management Services Branch.

To provide a means of identification which is an inter-related numbering system for units of public and private elementary and secondary education in Ontario.

Provides the means by which data from major forms can be systematically aggregated and disaggregated.

Content: Descriptive information such as type of school, type of board and type of municipality.

The educational levels in a hierarchy include Region, County, Municipality, Board, School and Unit of School.

Key Identifier: Not stated

Size: Approximately 9 Regions, 50 Counties, 800 Municipalities, 200 Boards, 5200 Schools

Mode of Storage: Computer disk

Retention Period: Not decided; retained from 1966

MINISTRY OF EDUCATIONFILE NAME:SCHOOL ACCOMMODATION INVENTORY

Division/Branch: School Business and Finance Branch
Architectural Services Section

Objective: To identify the accommodation in
each school in Ontario.

Content: A description of all eligible
spaces used for instructional
purposes within a school.

Key Identifier: MIDENT

Size: All elementary and secondary schools
in Ontario (approximately 4,500 in
number)

Mode of Storage: Computer tape

Retention Period: Life of building plus three years

FILE NAME:STUDENT FILES
CORRESPONDENCE COURSES SERVICES

Division/Branch: Special Education Branch
Correspondence Courses Services

Objective: To maintain record of students'
activities with Correspondence
Courses.

Content: Transcripts; correspondence; application
forms; statements of completion

Aggregate published annually in "Education
Statistics - Ontario".

Key Identifier: Alphabetical by student name

Size: 250,000

Mode of Storage: Paper file

Retention Period: 3 years following separation of student
from program

MINISTRY OF EDUCATIONFILE NAME:SEPTEMBER SCHOOL REPORTS - ELEMENTARY,
SECONDARY AND PRIVATE SCHOOLS

Division/Branch:

Planning and Research Branch
Statistics Section

Objective:

To provide data for analysis in tables published in Minister's Reports and also utilized for detailed printouts by school within board, education region, municipality and county, district or regional municipality.

Content:

1. Balance sheet of enrolment
2. Balance sheet of teaching staff
3. Number of English speaking students receiving instruction in French
4. Number of French speaking students receiving instruction with French as a medium of communication
5. Special equipment
6. Enrolment by grade and sex, by age and sex
7. Special facilities or accommodation and tabulation of pupil retirement to replace individual pupil retirement forms
8. In addition for private schools, 1) form of control 2) church or religion, 3) enrolment by province or country of origin

School detail is subject to official sanction.

Key Identifier:

MIDENT

Size:

5,000

Mode of Storage:

Computer tape

Retention Period:

Not decided; retained from 1965

MINISTRY OF THE ENVIRONMENT

FILE NAME: "ENFORCEMENT - ONTARIO WATER RESOURCES ACT"

Division/Branch: Legal Services Branch

Objective: To provide data to answer inquiries.
To assess workloads of legal offices.

Content: Enforcement action taken under the Ontario Water Resources Act including prosecutions and administrative orders.

Key Identifier: Name of company or individuals, number of convictions, dates of administration

Size: 50 per annum

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME: UTILITY DESCRIPTOR FILE

Division/Branch: Pollution Control Branch

Objective: To provide information on water and sewage plants with respect to identification, location and prime characteristics.

Content: Works identification and name, location codes, types and capacities.

Key Identifier: Works number

Size: 1,000

Mode of Storage: Computer tape and disc

Retention Period: Permanent

MINISTRY OF THE ENVIRONMENTFILE NAME: LICENSED PESTICIDES EXTERMINATORS

Division/Branch: Pollution Control Branch
Pesticides Control Section

Objective: To provide information on all licensed pesticides exterminators in the Province of Ontario.

To provide data for investigations regarding complaints received from the public.

To control the use of pesticides by licensed personnel.

Content: Information on all licensed operators and exterminators in the Province of Ontario.

Key Identifier: Different colour of cards for different classes of licenses

Size: Not stated

Mode of Storage: Card wheel - double, computer tape

Retention Period: Permanent

FILE NAME: LICENSED PESTICIDE VENDORS

Division/Branch: Pollution Control Branch
Pesticides Control Section

Objective: To provide information on all licensed Pesticide Vendors in the Province of Ontario.

Content: Information on all licensed Pesticide Vendors in the Province of Ontario.

Key Identifier: Covering letter in numerical and alphabetical sequence

Size: Not stated

Mode of Storage: Binders, computer tape

Retention Period: Permanent

MINISTRY OF THE ENVIRONMENT

FILE NAME: POISON CONTROL INFORMATION (ELECTRONIC
FILE SYSTEM)

Division/Branch: Pollution Control Branch
Pesticides Control Section

Objective: To provide data for use in emergency
situations, illness or death caused
by accidental treatment.

To provide data for preventive treatment.

Content: Information on chemical composition,
toxicity, first aid and antidotes.

Key Identifier: Generic, chemical or common name
(filed alphabetically)

Size: Not stated

Mode of Storage: Card system

Retention Period: Not determined

FILE NAME: EQUIPMENT MAINTENANCE

Division/Branch: Technical Services Branch

Objective: To provide data for an inventory
and evaluation of equipment.

Content: Data on the description of equipment,
time and materials used in repairs.

Key Identifier: None

Size: 2,000

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF THE ENVIRONMENT

FILE NAME: DAILY FLOWS - RIVERS AND STREAMS IN ONTARIO

Division/Branch: Water Resources Branch

Objective: To provide data for water quantity evaluation.

Content: Data on flow values for rivers and streams in Ontario.

Key Identifier: Station number

Size: 40,000

Mode of Storage: Computer tape

Retention Period: Permanent

FILE NAME: HYDROLOGIC DATA MASTER FILE

Division/Branch: Water Resources Branch

Objective: To record hydrologic parameter data for such parameters as snowfall, rainfall, evaporation, streamflow, etc.

Content:

- hydrologic station identification number
- time of recording
- parameter code
- parameter value
- etc.

Key Identifier: Station number

Size: 30,000

Mode of Storage: Computer

Retention Period: Permanent

MINISTRY OF THE ENVIRONMENT

FILE NAME: WATER QUALITY SAMPLE MASTER FILE

Division/Branch: Water Resources Branch

Objective: To provide analyses of water samples as part of the Ministry's water management program.

Content: Records with identification, location, time, parameters tested and result data for water samples from lakes and rivers.

Available in reports of the Water Resources Branch.

Key Identifier: Time, location, agency sampling

Size: 150,000

Mode of Storage: Paper file, computer tape

Retention Period: Permanent

FILE NAME: WATER WELL DRILLERS FILE

Division/Branch: Water Resources Branch

Objective: To provide names and addresses of water well drillers corresponding to numeric codes.

Content: Driller code, name and address.

Key Identifier: Driller code

Size: 3,000

Mode of Storage: Computer tape and disc

Retention Period: Permanent

MINISTRY OF THE ENVIRONMENTFILE NAME:WATER WELL MUNICIPAL FILE

Division/Branch: Water Resources Branch

Objective: To provide names of municipalities corresponding to municipal codes.

Content: Municipal code, municipal name and classification, county name.

Key Identifier: Municipal code

Size: 1,500

Mode of Storage: Computer tape and disc

Retention Period: Permanent

FILE NAME:WELL RECORD (WATER)

Division/Branch: Water Resources Branch

Objective: To provide data on the location, extent and yield of water-bearing formations in Ontario.

Content: Records of all water wells drilled by drilling contractors in Ontario since 1947, indicating location of well, ownership, depth, formations encountered during drilling, construction data screens, casings used, etc.

Catalogues are published and distributed.

Key Identifier: Five-digit municipal code for location of well

Size: 200,000 records to the end of 1975; increase annually by 10,000

Mode of Storage: Paper file, punch card, computer tape

Retention Period: Permanent

MINISTRY OF GOVERNMENT SERVICES

FILE NAME: GOVERNMENT PARKING INVENTORY

Division/Branch: Planning and Research Branch

Objective: To review and administer parking policy.

Content: An inventory of all government parking facilities, both leased and owned in the 28 largest municipalities as categorized by indoor/outdoor stalls and user ministry.

Commercial parking market information is also available.

Key Identifier: Municipality, civic address, ministry

Size: 600

Mode of Storage: Index cards

Retention Period: Perpetual

FILE NAME: COMPUTER ORIENTED SYSTEM FOR REPAIRS AND IMPROVEMENTS (C.O.S.R.I.)

Division/Branch: Property Management Branch

Objective: To provide a program for the effective management of repairs to Government-Owned Buildings and their components.

Content: The building or installation number with name, street address, municipality; building acquisition date and retention life, type of service, area, building's cost and cycle of effective repairs, etc.

Key Identifier: Building number or installation number

Size: 5,000 +

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF GOVERNMENT SERVICESFILE NAME:GOVERNMENT OWNED BUILDING INVENTORY
(G.O.B.I.)

Division/Branch:	Realty Services Branch
Objective:	To maintain a master file of Government-Owned Buildings.
Content:	Individual identification of Government-Owned Buildings by building number and installation, location, type and region.
Key Identifier:	Building number and installation number
Size:	7,000 +
Mode of Storage:	Computer tape
Retention Period:	2 years

MINISTRY OF HEALTHFILE NAME:VARIOUS AD HOC RESEARCH SURVEY

Division/Branch:

Addiction Research Foundation
Research Division

Objective:

To provide data for epidemiological research designed to map the extent, quantity, frequency, mode and consequences of the use of alcohol and other psychoactive drugs in Ontario.

Content:

Surveys on:

1. alcoholism prevalence
2. chronic drunkenness
3. alcohol buying habits
4. alcohol and traffic accidents
5. medical prescription drugs
6. non-medical drug use by secondary school students
7. mortality of alcoholics

Where data base is a medical record the usual role of confidentiality applies.

Key Identifier:

Project, name and characteristic

Size:

Average about 6,000

Mode of Storage:

Paper file, punch card, computer tape, photocopy

Retention Period:

Permanent

MINISTRY OF HEALTHFILE NAME:ONTARIO DENTAL HEALTH INDEX

Division/Branch: Community Health Division

Objective: To provide dental health indices.

To determine the need for dental treatment.

To evaluate public health preventive dental programs.

To determine the caries attack rates.

Content: Dental health records of a random sample of Ontario Elementary School children.

Key Identifier: None

Size: Not stated

Mode of Storage: Computer tape

Retention Period: Permanent

FILE NAME:ANNUAL REPORTS - LOCAL HEALTH UNITS

Division/Branch: Community Health Division
Community Health Protection Branch

Objective: To provide data to monitor activities of local health units.

Content: Statistics on local health unit's activities including services provided and incidence of disease.

Key Identifier: District name and year

Size: 43

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF HEALTH

FILE NAME: C.N.R. DENTAL CAR AND FOUR ROAD VEHICLES

Division/Branch: Community Health Division
Community Health Protection Branch
(Northern Ontario Public Health Services)

Objective: To provide data to compile annual reports.

Content: A report of dental treatment provided
for school children in remote northern
areas.

Key Identifier: None

Size: 2

Mode of Storage: Paper file

Retention Period: 2 years

FILE NAME: COMMUNICABLE DISEASES

Division/Branch: Community Health Division
Community Health Protection Branch

Objective: To study incidence and prevalence
of any communicable disease.

Content: Records of all cases of some 20
communicable diseases including
typhoid, rabies, whooping cough,
leprosy, etc.

Key Identifier: Names of cases for each disease.

Size: 100,000

Mode of Storage: Paper file

Retention Period: 15 years

MINISTRY OF HEALTH

FILE NAME: PUBLIC HEALTH NURSING - ANNUAL REPORTS

Division/Branch: Community Health Division
Community Health Protection Branch
Northern Ontario Public Health Service

Objective: To obtain information on the amount of service given. To identify areas where more services are required.

Content: The annual reports of public health nursing.

Key Identifier: None

Size: Not stated

Mode of Storage: Paper file

Retention Period: Not decided

FILE NAME: AMBULANCE ACT AND REGULATIONS, VEHICLES

Division/Branch: Direct Services Division
Ambulance Services Branch

Objective: To maintain a control of all ambulance services through background material.

Content: Ambulance act 1968 Amendments 1971
Regulations.

Ambulance Act & Regulations - Amendments
(Draft).

Vehicle Registration, Insurance Certificate
basic cost and equipment for each vehicle.

Key Identifier: Name and file number, A.S.B. vehicle number

Size: 1,156

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF HEALTHFILE NAME: INDUSTRIAL CHEST SURVEY FILE

Division/Branch: Direct Services Division
Clinic Services Branch

Objective: To provide a record of dust-exposed employees, employees holding health certificates, employees rejected for dust-exposure occupation, employees with occupational disease of the lungs, employees with infectious disease of the lungs and employees having miners' certificate.

Content: Results of industrial chest survey.

Key Identifier: Not stated

Size: 900 plants

Mode of Storage: Paper file, x-ray film

Retention Period: Permanent

FILE NAME: STATISTICAL RECORDS - LABORATORY

Division/Branch: Direct Services Division
Laboratory Services Branch

Objective: To assess trends in workload as an aid in planning future requirements; to provide data for annual reports; to provide data for comparisons of cost per year.

Content: Analysis of the types of specimens, number of DBS units scored by month and by laboratory when applicable.

Key Identifier: Year and laboratory

Size: 28

Mode of Storage: Paper file

Retention Period: Monthly data - 2 years
Yearly data - permanent

MINISTRY OF HEALTHFILE NAME:AMBULANCE CALL REPORTS
OASIS CALL FILE

Division/Branch: Information Systems Division
Ontario Ambulance Services
Information System (OASIS)

Objective: To provide data to monitor the casualty care rendered by E.H.S. ambulance fleet including the analysis of the time, space allocation (labour and capital), casualty care training, communication, cost and casualty care rendered variables of the ambulance system.

Content: Aggregate data on the time, space, patient observations, casualty care rendered, weather, road conditions for every ambulance call.

Key Identifier: Call number, ambulance dispatched and service number

Size: 500,000

Mode of Storage: Multiple paper file, computer tape

Retention Period: Permanent

FILE NAME:ANNUAL RETURN OF HOSPITALS -
FORM HS-1 FACILITIES AND SERVICES

Division/Branch: Information System Division
Data Development and Evaluation Branch

Objective: To provide the annual statistical publication Hospital Statistics - Public, Private and Federal Hospitals. To provide data for special studies and planning purposes

Content: Data on hospital utilization and personnel.

Key Identifier: Location and name of hospital or its code number

Size: 300 per year

Mode of Storage: Paper file, computer tape, microfilm

Retention Period; Permanent

MINISTRY OF HEALTHFILE NAME:PUBLIC HEALTH MASTER

Division/Branch: Information System Division
Systems Management and
Coordination Branch

Objective: To provide an information system.

To provide effective inspection scheduling
for various public health establishments.

Content: Health unit, area number, establishment
number, name and address, date of last
recorded and last scheduled inspection,
date of next scheduled inspection,
inspection status by type of deficiency.

Key Identifier: Health unit, area and establishment

Size: 20,000 establishments

Mode of Storage: Disk

Retention Period: Permanent

FILE NAME:SCHOOL HEALTH MASTER

Division/Branch: Information System Division
Systems Management and
Coordination Branch

Objective: To provide an information system.

To record student health status.

Content: Health unit, school, S.I.N. of parent,
birth order, surname, given names,
immunization history, vision and hearing
history, parent's OHIP number, sex,
birthdate, birthweight, TB test, health
problems.

Key Identifier: Health unit, school social insurance
number and birth order

Size: About 400,000 records (students)

Mode of Storage: Tape

Retention Period: 6 generations

MINISTRY OF HEALTH

FILE NAME:

ROOM MEASUREMENT RECORDS

Division/Branch:

Institutional Division
Institutional Planning Branch

Objective:

To provide data to establish official ratings of the hospitals (these ratings are used in annual publications).

To provide data for the annual statistical documents and for investigating complaints received about charges made for private and semi-private rooms.

Content:

Data for each public hospital listing all patient rooms, showing classifications of service, i.e. surgical, medical, obstetrics, etc., also dimensions of room, net floor area, number of beds, whether private, semi-private or standard and the Ministry's official rating.

Key Identifier:

Alphabetical by location

Size:

235

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF HEALTHFILE NAME:INSPECTION OF INSTALLED X-RAY UNITS

Division/Branch:

Institutional Health Services
Inspection Branch
X-Ray Inspection Services

Objective:

To check if all units comply with regulations in Ontario Regulation 721.

To keep a record of all x-ray owners in the province by process of registration for safety inspection and use.

To provide statistics on how many owners are in the province and in what area they are used, both geographically and occupationally.

Content:

Information pertaining to the inspection of installed x-ray units in industrial, medical and education centres or locations.

Information and correspondence re: installations of x-ray units, overdose of radiation exposure and other related matter.

Key Identifier:

Registration number

Size:

4,500

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: INDUSTRIAL SURVEY OF ONTARIO MUNICIPALITIES

Division/Branch: Industrial Development Branch

Objective: To provide community data for industrial location studies.

Content: Data from industrial surveys.

Key Identifier: Not stated

Size: Not stated

Mode of Storage: Paper file

Retention Period: 3 years

FILE NAME: DOING BUSINESS IN ONTARIO, CANADA

Division/Branch: Industry Policy Section

Objective: To provide data for guidance of potential industrial investors.

Content: Data on: business climate; business organization; labour; taxes; Canadian Customs Duties; government assistance to industry; general information.

Key Identifier: N/A

Size: N/A

Mode of Storage: Printed form available for distribution

Retention Period: Perpetual

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: THE HOUSEHOLD FURNITURE INDUSTRY:
ONTARIO AND CANADA

Division/Branch: Industry Research Branch

Objective: To provide an economic analysis of the household furniture industry in Ontario and Canada, with extensive statistical series appended.

Content: Descriptive and analytical presentation. Historical background, present conditions, industrial structure, investment, foreign ownership, special problems and future demand analysis. Extensive statistical background data.

Key Identifier: Not stated

Size: 200

Mode of Storage: Paper file

Retention Period: Permanent

New revised updated edition, 1975

FILE NAME: ONTARIO FERROUS FOUNDRY STUDY

Division/Branch: Industry Research Branch

Objective: To provide information on this sector to industry and government.

Content: A number of copies of the report for distribution.

Key Identifier: Not stated

Size: Not stated

Mode of Storage: Not stated

Retention Period: Permanent

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: A COMPILATION OF ABSTRACTS OF RESEARCH
REPORTS (2 Volumes)

Division/Branch: Tourism Research Branch

Objective: To provide data on tourism in Ontario.

Content: Short studies, analyses and reports on various regions, recreations and tourism travel in Ontario.

Key Identifier: Not stated

Size: Not stated

Mode of Storage: Not stated

Retention Period: Not determined

FILE NAME: CURRENT RECREATION AND LAND USE INVENTORY

Division/Branch: Tourism Research Branch

Objective: To provide data on tourist accommodations for publication in "Ontario Accommodation".

Content: An inventory of all commercial tourist establishments in the Province, for example, hotels, motels, resorts, including provincial and national parks; and data on number of rental units, capacities, rates, services, recreational facilities, general topographical features of property.

Key Identifier: Numeric code

Size: 8,000

Mode of Storage: Paper file, punch card, computer tape

Retention Period: Not determined

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: ONTARIO RECREATION SURVEY '73-'74

Division/Branch: Tourism Research Branch

Objective: To provide tourism and recreation demand and participation data for residents of Ontario for input to Ministry programs.

Content: Data on activity participation, recreation trips, free time use, activity and trip preference and demographics.

Key Identifier: Interview number, record number

Size: (10,232 x 26) 80-byte records

Mode of Storage: Magnetic tape

Retention Period: Not determined

FILE NAME: TOURISM STATISTICAL HANDBOOK, 1975

Division/Branch: Tourism Research Branch

Objective: To provide annual statistics for key tourism indicators.

Content: Information on visitor expenditure, travel habits, characteristics; provincial park and historic site attendance; supply, demand and employment in selected sectors of the tourist industry; seasonal residences; selected items pertaining to recreational activities; and expenditures on tourist promotion.

Key Identifier: Not stated

Size: Not stated

Mode of Storage: Not stated

Retention Period: Not determined

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: U.S. AUTO EXIT SURVEY '73 - '74

Division/Branch: Tourism Research Branch

Objective: To provide data on U.S. visitors to Ontario by automobile.

Content: Data on activity participation, reason for trip, length of stay, accommodation, expenditures and demographics.

Key Identifier: Interview number

Size: (8,700 x 9) 80-byte records

Mode of Storage: Magnetic tape

Retention Period: Not determined

FILE NAME: ONTARIO EXPORTS BY COUNTRIES AND COMMODITIES 1974

Division/Branch: Trade Research Branch

Objective: To review Ontario exports performance.

Content: Description of Ontario export trade to principle market areas and by major commodity groups.

Key Identifier: Year

Size: 200

Mode of Storage: Publication

Retention Period: Updated annually

MINISTRY OF INDUSTRY AND TOURISMFILE NAME:ECONOMIC AND MARKET STUDIES

Division/Branch: Trade Research Board

Objective: To provide research on foreign markets;
studies available in 1976 on following
countries:

Algeria	Honduras	Peru
Argentina	India	Philippines
Australia	Indonesia	Portugal
Austria	Iran	South Africa
Belgium-Luxem.	Iraq	South Korea
Brazil	Ireland	Spain
Bulgaria	Ivory Coast	Singapore
Central America	Israel	Sweden
Chile	Italy	Switzerland
China	Japan	Saudi Arabia
Colombia	Jamaica	Taiwan
Cuba	Kenya	Tanzania
Denmark	Liberia	Trin. & Tobago
Dom. Rep.	Libya	Thailand
East Germany	Malaysia	Turkey
Ecuador	Mexico	United Kingdom
El Salvador	Netherlands	Uruguay
Egypt	New Zealand	U.S.S.R.
Finland	Nicaragua	Venezuela
France	Nigeria	West Germany
Greece	Norway	Yugoslavia
Guatemala	Panama	Zaire
Hong Kong	Paraguay	Zambia

Content: Economic background including structure
of the economy, foreign trade, Canadian
trade, economic and trade policy, Ontario
domestic exports, Canadian domestic exports
and Canadian imports and opportunity for
Ontario exports.

Key Identifier: Country

Size: 1 Master Copy per country

Mode of Storage: Not stated

Retention Period: Until updated

MINISTRY OF INDUSTRY AND TOURISMFILE NAME: ONTARIO IN STATISTICS 1975

Division/Branch: Trade Research Branch

Objective: To provide brief summary of the economy and trade of Ontario in brochure form.

Content: Data on Ontario's economy and trade:

- Population
- Area
- GNP
- Agricultural Production
- Mineral Production
- Manufacturing Production
- Trade

Key Identifier: Year

Size: Several thousand

Mode of Storage: Publication

Retention Period: Until updated

FILE NAME: STATISTICS FOR PROFIT
- OPPORTUNITIES FOR IMPORT SUBSTITUTION

Division/Branch: Trade Research Branch

Objective: To provide statistical information on imports vis-a-vis domestic production, with a view to identifying areas where opportunities for import substitution exist.

Content: Statistics compiled for over 1200 items of commodities, comparing Canadian imports with Ontario Manufacturing shipments respectively.

Key Identifier: Commodity

Size: Distribution upon requests

Mode of Storage: Not stated

Retention Period: 2 years

MINISTRY OF INDUSTRY AND TOURISMFILE NAME:TRADE PROFILES

Division/Branch: Trade Research Branch

Objective: To provide summary information
on the nations of various regions

- West Africa
- Latin America
- Eastern Europe
- Caribbean
- Middle East

Content: Summary data on the economy and trade
of the following countries:

Ghana	El Salvador	Romania
Liberia	Guatemala	U.S.S.R.
Sierra Leone	Honduras	Yugoslavia
The Gambia	Mexico	
Nigeria	Nicaragua	Jamaica
	Panama	Trin. & Tob.
Argentina	Paraguay	Barbados
Bolivia	Peru	Haiti
Brazil	Uruguay	Belize
Chile	Venezuela	United Arab
Colombia		Emirates
Costa Rica	Bulgaria	Bahrain
Cuba	Czechoslovakia	Kuwait
Dom. Rep.	Hungary	
Ecuador	Poland	

Key Identifier: Country

Size: 1 Master Copy

Mode of Storage: File

Retention Period: Until updated

MINISTRY OF LABOURFILE NAME:COLLECTIVE BARGAINING AGREEMENTS
IN ONTARIO

Division/Branch:

Research Branch

Objective:

To file Ontario collective agreements and use them as an information and research resource. In addition to the collective agreement library, the Research Branch has developed a computer data bank which contains coded information pertaining to Ontario Collective Agreements.

Content:

A large portion of the information in each Ontario collective agreement is coded for use within the CBA computer system. For each agreement coded, two types of data sets are available: CBA "identification data" & CBA "substantive provisions data". The identification data are data not related to the content of the agreement but important for purposes of classification of agreements. The substantive provisions data are data which refer to the written agreement clauses which were bargained.

Agreements dating from 1962 are on the file in the Library.

Key Identifier:

SIC code, employer name, expiring date, etc.

Size:

7,000 agreements

Mode of Storage:

Paper file, computer tape for the file, printouts and publications

Retention Period:

Permanently for paper file.
Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOURFILE NAME:COLLECTIVE BARGAINING SETTLEMENTS
IN ONTARIO

Division/Branch: Research Branch

Objective: To provide summaries of collectively bargained settlements in Ontario industries.

Content: Description of changes in wages, fringe benefits and working conditions in recently negotiated settlements covering 200 employees and over.

Data are available since 1969.

Monthly settlement report is prepared by the Canada Department of Labour and the Ontario Ministry of Labour.

Key Identifier: Industry, employer, union and location

Size: 400 - 500 settlements per year

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:WAGE DEVELOPMENTS IN COLLECTIVE
BARGAINING SETTLEMENTS IN ONTARIO

Division/Branch: Research Branch

Objective: To provide information on a quarterly basis of changes in base wages established by collective bargaining settlements.

Content: Statistical descriptions of changes in base wages established by collective bargaining settlements covering 200 employees or more. Tables indicate the number of employees affected by settlements, the average annual per cent and cents per hour increase for all agreements, also for those with cost-of-living clauses and for those without such clauses.

Data are available since 1971.

Key Identifier: Industry and term of agreement.

Size: 400 - 500 settlements per year

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:COLLECTIVE BARGAINING REPRESENTATION
APPLICATIONS MADE UNDER THE LABOUR
RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the OLRB in dealing with applications for collective bargaining representation to show the Board's workload stages of processing and method of disposition.

Content: A record of the Unions, employees and employers making applications for certifications as collective bargaining agents, termination of bargaining rights, declarations of successor status of unions or employers and applications for accreditation of employer organizations in the construction industry; number of employees and types of bargaining unit involved.

Data are available since 1944.

Aggregates and public documents are available.

Key Identifier: Name of applicant and respondent; numerical code with letter "R"

Size: 1,500 records per year

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:UNFAIR LABOUR PRACTICES UNDER
LABOUR RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the O.L.R.B., that is: workload, type of disposition, various stages of processing of applications.

Content: A record of union, employees or employers making application for consent to prosecute, for declaration of unlawful strike or lock-out, and filing complaints of discrimination in employment or breach of duty of fair representation by union. Data are available since 1944. Published in Board's monthly report and annual report of Ministry of Labour.

Key Identifier: Name of applicant and respondent.

Size: 300 per fiscal year

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:MISCELLANEOUS APPLICATIONS AND
COMPLAINTS UNDER THE LABOUR RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the OLRB, that is, its workload, type of disposition, various stages of processing applications.

Content: A record of complaints and applications brought before the Ontario Labour Relations Board excluding representation and unfair labour practices applications. Data are available since 1944. Published in Boards's monthly report and annual report of Ministry of Labour.

Key Identifier: Name of applicant and respondent, location

Size: 70 per fiscal year

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:CONCILIATION AND MEDIATION SERVICES
LABOUR RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the Conciliation Services Branch in dealing with collective bargaining disputes, to show the Branch's workload and method of disposition.

Content: A record of the unions and employers making application for conciliation and mediation services; status of the agreements; and work stoppages.

Data are available since 1944

Key Identifier: Name and location of employer and union

Size: 2,000 records per year

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:STRIKES AND LOCKOUTS IN ONTARIO

Division/Branch: Research Branch

Objective: To provide data on the extent of work stoppages in the settlement of labour disputes under Ontario jurisdiction.

Content: Individual work stoppage by industry, employer name, location, union name, number of workers involved, duration of the strike, man-days lost and the status of the agreement. Data are available since 1958.

Key Identifier: Employer name, union and starting date of work stoppages

Size: 200 - 300 strikes per year

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOUR

FILE NAME: CERTIFICATION & STATUS OF BARGAINING
UNITS (FISCAL YEARS OF 1970-71 TO 1972-73)

Division/Branch: Research Branch

Objective:

1. To provide information on applications for certification with respect to type of disposition, the use of examiners and votes, petitions, hearings, the time taken to process applications, etc.
2. To provide information on certified bargaining units as to whether or not a first agreement was achieved, the state of negotiations at which an agreement was achieved, and if no agreement was achieved, the reasons for not achieving first agreement.

Content:

1. 2,007 non-construction applications for certification in the three fiscal years of 1970-71 to 1972-73. They are distributed by Union, Industry, Bargaining Unit Size and type of disposition.
2. 1,336 certified bargaining units by union, industry, bargaining unit size and whether or not a first agreement was achieved.

Aggregates are available.

Key Identifier: OLRB numbers

Size: 2,007 non-construction applications
for certification
1,336 certified bargaining units

Mode of Storage: Computer printouts

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:UNION MEMBERSHIP IN ONTARIO

Division/Branch:

Research Branch

Objective:

To present information on total membership by union and local, location, industry of employment and other classifications. To determine any trends in union membership growth. The main data source is CALURA statistics from Statistics Canada.

Content:

Membership of each union by: sex, industry and CMC area; each industry's union membership by location; and each CMC area's union membership by industry composition. Annual changes in union membership by industry and location. CALURA data are available from 1971 to 1973. Aggregate data on union membership in Ontario are available since 1962.

Key Identifier:

Union, SIC and CMC codes

Size:

Not stated

Mode of Storage:

Paper file, computer printout and tapes

Retention Period:

Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOUR

FILE NAME: WAGES, HOURS OF WORK AND OVERTIME PAY
PROVISIONS IN SELECTED INDUSTRIES,
1971-1975 (WAGE)

Division/Branch: Research Branch

Objective: To generate information for a review of Ontario's employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards.

Content: Establishment information on length of pay period, employment and overtime pay provisions. Non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. Published annually 1972-1974 by Research Branch, Ministry of Labour in monograph under same title. 1975 survey results will be published in early 1976.

Aggregated and public document for 1971-1974 and aggregated computer printouts for 1975 are available.

Key Identifier: Establishment sequence number

Size: 1971 - 7,048 establishments
1972 - 6,230 establishments
1973 - 8,300 establishments
1974 - 3,700 establishments
1975 - 4,554 establishments

Mode of Storage: Computer tape for the file, printout and publication

Retention Period: Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:

CHARACTERISTICS OF LOW-WAGE WORKERS
IN ONTARIO (Survey of Registrants of
Canada Manpower Centre)

Division/Branch: Research Branch

Objective: To identify the characteristics of low-wage workers. To aid the Ministry of Labour in designing more effective employment standards legislation, particularly in the area of minimum wages.

Content: The aggregate data on over twenty-five items including sex, age, marital status, language, industry, occupation, education, etc. Extracted from registration forms in thirty-five Canada Manpower Centres in Ontario.

Published by Research Branch, Ministry of Labour, in monograph under same title, 1974.

Key Identifier: Individual sequence number

Size: 68,490 workers

Mode of Storage: Computer tape for the file plus publication

Retention Period: Computer tapes are only retained for five years from the day the file is created

FILE NAME:

SURVEY OF INDUSTRY - SPONSORED TRAINING
PROGRAMMES IN ONTARIO

Division/Branch: Research Branch

Objective: To provide data to define the role of government in training.

To provide data on the volume and type of training.

Content: Publication:

Published by the Research Branch, Ministry of Labour, in monograph under "Industry - Sponsored Training Programmes in Ontario, August, 1968 - July, 1969", 1973.

Key Identifier: S.I.C. and area code

Size: 7,000 establishments

Mode of Storage: Publications

Retention Period: Permanent

MINISTRY OF LABOUR

FILE NAME:

EMPLOYMENT PATTERNS OF FAMILIES OF
LOW-WAGE WORKERS (Survey of Low-wage
Workers in Selected Industries, 1974)

Division/Branch:

Research Branch

Objective:

To provide additional information on characteristics of low-wage workers. This information is needed because the survey of registrants of CMCs has two major limitations:-

- i) we do not know whether CMC registrants are representative of all low-wage workers. Since most of the CMC registrants are unemployed, this survey may be slightly biased toward the low-wage workers who have higher turnover.
- ii) from the registration forms, it is not always possible to determine whether the registrant is a secondary wage earner.

Content:

Data on marital status, age, sex, hours per week, no. of children under 18 years, spouse employment status.

Key Identifier:

Low-wage workers

Size;

2,593 workers

Mode of Storage:

Computer tape for the file and printouts

Retention Period:

Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOURFILE NAME:THE SHORT-RUN IMPACT OF THE THIRTY
CENT REVISION IN ONTARIO'S MINIMUM
WAGE ON FIVE INDUSTRIES

Division/Branch: Research Branch

Objective: To obtain a better understanding of the effects of Ontario's minimum wage programme, a special study has been undertaken of the impact on selected industries in Ontario of the revision in the Province's minimum wage from \$1.00 to \$1.30. This increase became effective in January 1969. The overall study is based on information collected for three time periods - immediately before the thirty cent increase, immediately after, and a third point in time approximately twelve months after the revision. This report is based on data for the first two points in time.

Content: An examination of the employees directly affected by the revision and the consequent effect on wage structure. Also, the related changes in average hourly earnings are examined and employer adjustments in the short-run to increase in labour costs are briefly discussed.

Publication:

Published by Research Branch, Ministry of Labour, in monograph under same title, 1970.

Key Identifier: SIC code

Size: 219 establishments

Mode of Storage: Publication

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:THE LONG-RUN IMPACT OF THE THIRTY CENT
REVISION IN ONTARIO'S MINIMUM WAGE ON
FIVE INDUSTRIES

Division/Branch:

Research Branch

Objective:

To look at the longer-term adjustments and take into account information collected in late January and February 1970, more than a year after the thirty cent increase. To obtain information on how employers adjust to such a substantial legislated wage increase and what the consequences are for their employees.

Content:

Publication:

Published by Research Branch, Ministry of Labour, in monograph under same title, 1973.

Key Identifier:

SIC code

Size:

219 establishments

Mode of Storage:

Publication

Retention Period:

Permanent

FILE NAME:PART-TIME, FULL-TIME AND TOTAL
EMPLOYED LABOUR FORCE, ONTARIO

Division/Branch:

Research Branch

Objective:

Data for analyzing trends in part-time work and characteristics of part-time workers in Ontario during the period 1966 to 1973.

Content:

Monthly and annual average data concerning sex, age categories, marital status, industry and occupation of part-time, full-time and total employed labour force for Ontario, 1966 to 1973. Information is based on the Labour Force Survey, Statistics Canada. A Research Branch monograph should be published by April, 1976.

Key Identifier:

Part-time, full-time employees, age, marital status, industry and occupation

Size:

Labour force survey, 1966 - 1973

Mode of Storage:

Computer tape for the file and printouts

Retention Period:

Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:ADVANCE NOTICE OF EMPLOYMENT
TERMINATION (ANET)

Division/Branch: Research Branch

Objective: To establish the extent to which employees made use of the notice period to begin searching for a new job.

To explore the effect of advance notice on success in obtaining another job.

Content: The survey of firms was conducted in June 1972 of firms and workers involved in termination during the period of October 1971 to April 1972. Data were collected on both the firms and for workers terminated.

Published by Research Branch in monograph "Employee Use of Advance Notice of Termination for Job Search", 1973.

Based on the results of the survey, the Research Branch also published "Labour Market Experience of Persons Employment Termination" 1973.

Key Identifier: Establishment sequence number and employee SIN.

Size: 23 employers, 2,139 employees

Mode of Storage: Computer tape and publication

Retention Period: Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOUR

FILE NAME: SUMMER EMPLOYMENT OF ONTARIO
SECONDARY SCHOOL STUDENTS, 1969, 1973

Division/Branch: Research Branch

Objective: To provide data for planning policies to tackle summer employment problems for high school students.

Content: Records on:

1. number of students entering labour force for summer;
2. type of student employment, earnings, duration;
3. method of obtaining jobs, in which industry, number of jobs.

(All cross-classified by age, sex, grade, population area)

1969 and 1973 survey results have been published by Research Branch, in monograph under the same title.

Key Identifier: Coded by size of population area, by age, sex, grade

Size: 40,000 students in 1969
42,800 students in 1973

Mode of Storage: Computer tape, publication and printout

Retention Period: Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:FATAL ACCIDENTS IN ONTARIO CONSTRUCTION,
1964 - 1974

Division/Branch: Research Branch

Objective: To analyze trends in, and causes of, violent deaths on construction sites during the 11-year period.

Content: Occupation, age, location of accident, date and time of accident, and type of construction project. Other information to be added includes type of accident, responsibility for accident, and violation of construction safety laws. The data are taken from the accident investigation files of the Construction Safety Branch.

Key Identifier: Year and fatality number

Size: 518 cases

Mode of Storage: Key punch cards

Retention Period: Permanent

FILE NAME:SUMMARY OF WORKMEN'S COMPENSATION
INFORMATION ON CONSTRUCTION EMPLOYEES

Division/Branch: Research Branch

Objective: To provide the Construction Safety Branch with information on the accident experience on construction employers.

Content: Name and address of separately rated construction operators; rate number; firm number, and county code. For the years 1970, 1971 and 1972, value of assessed payroll and number of settled claims for each operation. File pertains to employers whose primary business is construction. File supplied by the Ontario Workmen's Compensation Board.

Key Identifier: Rate number and county code

Size: 54,000 records

Mode of Storage: Computer tape

Retention Period: Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:CONSTRUCTION ACCIDENTS (COAC)

Division/Branch: Research Branch

Objective: To provide the Construction Safety Branch with information concerning accidents in the construction industry in 1972 and 1973.

To determine whether the Construction Safety Branch is receiving all accident reports pertaining to construction.

Content: A set of construction accident reports for the last 3/4 of 1972 and the first 1/4 of 1973 containing date and time of accident, age, occupation, injury and length of employment of the injured employee and start and end of work shift in which accident occurred.

Key Identifier: Sequence number, firm number, rate number, claim number

Size: 12,091

Mode of Storage: Computer tape

Retention Period: Computer tapes are only retained for 5 years from the day the file is created

FILE NAME:A MANPOWER SURVEY OF FOOD PROCESSING INDUSTRY (Survey conducted in co-operation with Ministry of Industry and Tourism and George Brown College)

Division/Branch: Research Branch

Objective: To provide detailed information on existing and anticipated employment opportunities and skilled and semi-skilled manpower needs in the food processing industry.

Content: Employment, education and experience of semi-skilled and skilled workers.

Key Identifier: Establishment number

Size: 1,800 manufacturing establishments

Mode of Storage: Computer tape and printouts

Retention Period: Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:THE COMPRESSED WORK SCHEDULE IN
ONTARIO (1972 - 1974)

Division/Branch: Research Branch

Objective: To determine the extent and nature of the compressed work schedule in Ontario.

Content: Based on three surveys (1972 - 1974), the file contains the record of 283 compressed work schedules for 260 establishments indicating type of schedule, number of employees on compressed schedules, advantages and disadvantages, the planning and the implementation and the effect of the compressed schedule on various company policies. Also review of establishments which have adopted and dropped compressed schedules including the reasons for dropping. Three surveys have been published by the Research Branch in monograph form: "The Compressed Work Schedules in Ontario", Sept. 1972 and, "Selected Characteristics of Compressed Work Schedules in Ontario", July 1973. A third publication comparing compressed and flexible schedules was published in October 1975 under the title "A Comparative Review of Innovative Working Time Arrangements in Ontario".

Key Identifier: Employer

Size: 260

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOUR

FILE NAME:

EMPLOYEE ATTITUDES TOWARDS THE
COMPRESSED WORK SCHEDULE IN
ONTARIO (1973)

Division/Branch:

Research Branch

Objective:

To determine employee attitudes towards compressed work schedules (a pilot survey - to be followed up during the Summer 1976).

Content:

Opinion data for 300 employees in 10 establishments with compressed work schedules. Information was obtained on both the work and non-work related effects of the compressed work schedule. More specifically, personal data was collected along with opinion data on: fatigue attitudes toward work, absenteeism and turnover, work performance, work-related expenses and travel time, recruiting potential, use of non-working time, family life and social life. Published by the Research Branch, in monograph form under the title "Employee Attitudes Toward Compressed Work Schedules in Ontario: A Case Study of Ten Firms", August 1974.

Key Identifier:

Establishment, employee

Size:

300 employees, 10 establishments

Mode of Storage:

Computer tape

Retention Period:

Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:FLEXIBLE WORK SCHEDULES IN ONTARIO (1974)

Division/Branch:

Research Branch

Objective:

To determine the extent and nature of flexible work schedules in Ontario.

Content:

A record of 114 flexible work schedules for 112 establishments indicating type of schedule, number of employees on the schedule, job types, advantages and disadvantages, the planning and implementation of the schedule, and the effect of the schedule on various company policies.

A summary of the data was published in October 1975 under the title "A Comparative Review of Innovative Working Time Arrangements in Ontario". This report included a comparison of flexible and compressed work schedules.

Key Identifier:

Employer

Size:

112

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF LABOUR

FILE NAME:

WORK RELATED ALLOWABLE CLAIMS FOR
1973 FATALITIES, ONTARIO

Division/Branch:

Research Branch

Objective:

To analyze characteristics of deceased workers, accident circumstances, and coverage by occupation and public safety legislation in 1973.

Content:

Aggregate data from claim files supplied by Ontario Workmen's Compensation Board.

Key Identifier:

Occupation and place of accident

Size:

372 cases

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF HOUSINGFILE NAME:MOBILE HOME PARK SURVEY, SELECTED DATA
FROM INTERVIEWS WITH MANAGERS

Division/Branch:

Local Planning Policy Branch
Special Studies Section

Objective:

To form a basis for an understanding
of the mobile home situation in Ontario
and a basis for further investigation.

Content:

Data obtained from managers of mobile
home parks in Ontario, organized on
basis of the park, management of park,
units in the park, relation to community.Report published and available in the
Ontario Government Bookstore, 880 Bay Street.

Key Identifier:

Mobile home park

Size:

Not stated

Mode of Storage:

Paper file

Retention Period:

Until stock depleted

MINISTRY OF NATURAL RESOURCESFILE NAME: FLIGHT REPORT FILE

Division/Branch: Air Service Branch

Objective: To provide data for monthly and annual reports.

Content: Daily flight reports for the entire year by aircraft registration including pilot's and engineer's flying times and breakdown of flying for various branches of Ministry of Natural Resources.

Key Identifier: Aircraft registration

Size: 150 - 200

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: AERIAL SURVEYS (BEAVER COLONIES)

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide data for beaver management.

Content: Data on the location of beaver colonies to specific areas of the province.

Key Identifier: None

Size: 21 maps and reports

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

<u>FILE NAME:</u>	<u>BEAVER POPULATION DYNAMICS</u>
Division/Branch:	Commercial Fish and Fur Branch
Objective:	To provide data for beaver management relative to harvest potential.
Content:	The productivity, mortality and density of the beaver population.
Key Identifier:	Specimen number and exact map location
Size:	15,000
Mode of Storage:	Paper file
Retention Period:	Permanent
<u>FILE NAME:</u>	<u>COMMERCIAL FISHERIES (EQUIPMENT, BOATS AND SHORE INSTALLATIONS)</u>
Division/Branch:	Commercial Fish and Fur Branch
Objective:	To provide data for commercial Fish Economic Survey.
Content:	Data on equipment, boats and shore installations of Commercial Fisheries.
Key Identifier:	Equipment
Size:	2,000
Mode of Storage:	Punch card, computer tape
Retention Period:	Not determined

MINISTRY OF NATURAL RESOURCES

FILE NAME: COMMERCIAL FISHING LICENSE COPIES
(FORMS CF 96, CF 69 AND CF 68)

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide management information on the commercial fishing industry and to verify the issue of a license.

Content: Third copies of Commercial Fishing License, License to Preserve Bait-Fish and Bait-Fish Dealer's License.

Key Identifier: License number

Size: 4,000/year

Mode of Storage: Paper file

Retention Period: 5 years
Schedules #0332 and #0338

FILE NAME: COMMERCIAL FISHING LICENSE RECORD BOOKS

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide historical and up-to-date information on licensing activities across the province.

Content: Record books listing license information on an area basis.

Key Identifier: License area

Size: Not stated

Mode of Storage: Paper file

Retention Period: 20 years + transfer to archives
Schedule #0345

MINISTRY OF NATURAL RESOURCESFILE NAME: COMMERCIAL FISHING LICENSEE MAILING LIST

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide a list of names of people licensed to fish commercially for bait-fish and food-fish.

Content: Licensee name, types of license and type of gear, alphabetically by district.

Key Identifier: District name and type of licensee

Size: 40 sheets

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME: DISTRICT ANNUAL BAIT-FISH REPORTS

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide annual information on bait-fish harvest and sales.

Content: Individual reports for each district showing bait-fish information.

Key Identifier: District name

Size: 49 reports/year

Mode of Storage: Paper file

Retention Period: 3 years
Schedule #0336

MINISTRY OF NATURAL RESOURCESFILE NAME:LAKE RECORD CARDS

Division/Branch: Commercial Fish and Fur Branch

Objective: To document the number of licenses issued for each inland lake and to provide historical information on fishing activity on these lakes.

Content: Cards showing lake name and location, licensee names, license numbers, and gear licensed each year.

Key Identifier: Lake name

Size: Approximately 1,000 cards

Mode of Storage: Card file

Retention Period: 15 years after each card is superceded
Schedule #0341

FILE NAME:LICENSE AND CATCH REPORT RECORD CARDS

Division/Branch: Commercial Fish and Fur Branch

Objective: To verify licensing and the receipt of fishing reports.

Content: Electrofile cards showing licensee's name, license number, type of gear, fishing location, and whether reports have been received.

Key Identifier: Licensee name

Size: 1,200 cards

Mode of Storage: Cards in electrofile

Retention Period: 10 years after each card is superceded
Schedule #0340

MINISTRY OF NATURAL RESOURCESFILE NAME: WATER LEVEL RECORDS (AT DAM SITES)

Division/Branch: Engineering Services Branch*

Objective: To provide records for the history of water levels on particular lakes and rivers.
To provide data to calculate flow records.
To provide information in water resources planning and development.

Content: Water level records of lakes and rivers taken above many of the dams operated by the Ministry.

Key Identifier: None

Size: 50

Mode of Storage: Paper file, graphs

Retention Period: To be determined

FILE NAME: SALE OF LICENSES (FISH AND WILDLIFE)

Division/Branch: Financial Management Branch

Objective: To provide data to indicate the number of hunters and fishermen both resident and non-resident in the province and the increase or decrease of this activity.

Content: Data on the quantities of licenses sold and revenues derived by license type reported annually.

Key Identifier: Name of license type

Size: 25,000

Mode of Storage: Paper file, data accumulated in ledger

Retention Period: 5 years

* Files maintained in the pertinent regional offices of the Ministry and no longer available in Head Office. Any inquiry concerning a lake for which these records may be maintained should be directed to the Ministry region in which the lake is located.

MINISTRY OF NATURAL RESOURCESFILE NAME: SNOW COVER RECORDS

Division/Branch: Fish and Wildlife Research Branch

Objective: To provide snow cover data that can be correlated with, and eventually be used to predict survival of game animals.

Content: Measurements of snow depth and crust conditions taken weekly at approximately 100 OMNR stations across the Province from 1952-53 to the present along with freeze-up and break-up dates of reference lakes.

Key Identifier: Forest District, Station designation

Size: 60,000

Mode of Storage: Paper files

Retention Period: Permanent

FILE NAME: FISH STOCKING REPORTS

Division/Branch: Fisheries Branch

Objective: To provide data for the preparation of the annual fish distribution report and for purposes of management and evaluation of stocking success.

Content: A record of all lakes and streams currently stocked with hatchery reared fish.

Key Identifier: i) waters stocked
ii) county
iii) species
iv) hatchery

Size: Not recorded

Mode of Storage: Paper file - being converted to data base for current years

Retention Period: 20 years

MINISTRY OF NATURAL RESOURCESFILE NAME:WEATHER RECORD

Division/Branch: Forest Fire Control Branch

Objective: To provide data for correlating events such as:

1. growth or lack of growth of trees to measurable weather parameters
2. dryness of fuels and fire behaviour to measurable weather parameters

Content: Records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating.

Key Identifier: None

Size: 900

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:PRIVATE LANDOWNER SURVEY
IN SOUTHERN ONTARIO

Division/Branch: Resource Economics Branch

Objective: To provide data regarding the private, rural landowners' socio-economic characteristics and objectives of land ownership for the purpose of planning, resource management and programme evaluation.

Content: Data on type and period of land tenure; property composition; owner socio-economic characteristics; owner objectives and attitudes; and, forestry and recreation activities.

Publication: "Rural Lands and Landowners of Southern Ontario" (1972).

Key Identifier: County and township

Size: 3,963

Mode of Storage: Paper file, punch card, computer disc

Retention Period: 5 years

MINISTRY OF NATURAL RESOURCESFILE NAME: MILL LICENSE RETURNS (ANNUAL TIMBER UTILIZATION AND PRODUCTION)

Division/Branch: Division of Forests
Timber Sales Branch

Objective: To provide data for:

1. annual summary for head office
2. resource utilization estimates
3. assistance in implementing management and operating plans
4. industrial plant location studies

Content: Data on the utilization of timber by source, land tenures and tree species and production of lumber, pulp and other products by type for each mill licensee in the province. Aggregate summary available.

Publications:
"Statistics" and "Annual Report"

Key Identifier: Name of mill licensee and Ministry administrative district and region

Size: 900 annual returns

Mode of Storage: Paper file located in administrative district or mill location

Retention Period: 100 years

FILE NAME: TIMBER SCALING STATISTICS

Division/Branch: Division of Forests
Timber Sales Branch

Objective: To provide data for wood volume calculations, issuance of monthly billing invoices, and management of timber resources.

Content: Aggregate data on the volume of timber harvested on Crown land in the Province.

Publications:
"Statistics" and "Annual Report"

Key Identifier: Class of wood, tree species, cutting approval timber license, management unit, district, month, season, annually

Size: 100,000

Mode of Storage: Paper file; punch card and computer tape for processing only

Retention Period: 100 years

MINISTRY OF NATURAL RESOURCESFILE NAME: PULPCHIP REPORTS

Division/Branch: Division of Forests
Timber Sales Branch

Objective: To provide data for 1) Annual head office survey, 2) Estimates of resource and residue utilization, 3) Industrial plant location studies.

Content: Annual listings and a summary matrix of pulpchip producers and consumers, indicating transaction volumes.

Publications: "Statistics" and "Annual Report".

Aggregate summary available.

Key Identifier: Producer or consumer and administrative district

Size: 100 producers, 30 consumers

Mode of Storage: Paper file

Retention Period: 100 years

FILE NAME: ASSESSMENT WORK (ON MINING CLAIMS) AND
WORK FILED "NOT FOR ASSESSMENT CREDIT"

Division/Branch: Geological Branch

Objective: To provide data for the preparation of compilation reports and maps for exploration uses. To provide a library of unpublished geological information for public and Ministry use.

Content: Reports on the results of prospecting of mining claims (unpatented and patented) by private companies and individuals as required by the Mining Act, Mineral Exploration Assistance Program, Ontario Securities Commission and voluntary information submitted from Resident Geologists' Offices and Mining Companies.

Key Identifier: Numerical code

Size: 30,000

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

FILE NAME: ANNUAL REPORT OF WORKMEN'S
COMPENSATION CLAIMS

Division/Branch: Information Branch
Accident Control Section

Objective: To determine areas where attention must
be centered to control hazardous injury
potential situations.

Content: Record of injuries and illnesses reported
to the Workmen's Compensation Board
consisting of a compilation of the types,
causes and costs and frequency of
occurrences.

Publication:

"Statistics"

Key Identifier: None

Size: 1,000

Mode of Storage: Paper file

Retention Period: 1½ years

FILE NAME: BEACH PROTECTION ACT LICENSE

Division/Branch: Lands Administration Branch

Objective: To provide a continuous record of sand
and gravel removed under license from a
specific parcel of ground or area of
land under water.

Content: History of property, maps, photographs and
data on amounts of material removed with
accounting of royalty payments per cubic
yard.

Key Identifier: Numerical code

Size: Not stated

Mode of Storage: Paper file

Retention Period: To be determined

MINISTRY OF NATURAL RESOURCESFILE NAME:QUARRY PERMIT

Division/Branch: Lands Administration Branch

Objective: To provide a continuous record of sand and gravel removed under permit from a specific parcel of ground.

Content: Data on the amounts of material removed from specific parcels of ground under Authority of Quarry Permit with accounting of royalty payments per cubic yard.

Key Identifier: Numerical code

Size: Not stated

Mode of Storage: Paper file

Retention Period: 20 years depending on location of land involved

FILE NAME:MINERAL DEPOSIT RECORDS

Division/Branch: Division of Mines
Geoscience Data Centre

Objective: To provide geoscientists, management and industry with concise, rapid-retrievable information on mineral deposits.

Content: For individual deposits and mineral occurrences, information on location, geology, and mineralization, economic features such as reserves and production, history of development and ownership, and references to reports and maps.

Key Identifier: Manual files are filed geographically by territorial districts and geographic townships

Size: Manual files: present size 5,000
ultimate size approx. 10,000
Computer based files: present size 1,000
deposits

Mode of Storage: Paper copies and on magnetic tapes

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

FILE NAME: STATISTICS CANADA ANNUAL AND MONTHLY
CENSUS OF MINES

Division/Branch: Division of Mines
Mineral Resources Branch

Objective: To provide data for an annual statistical report on the mineral production by Ontario and for productivity studies research material for economic feasibility studies.

Content: Aggregate data on the inputs and outputs of each mine, pit or quarry operation.

Key Identifier: Statistics Canada code number on addressograph

Size: 481

Mode of Storage: Paper file

Retention Period: 10 years

FILE NAME: STATISTICS CANADA SURVEY OF MINING AND
EXPLORATION COMPANIES - EXPLORATION,
DEVELOPMENT AND CAPITAL REPAIR
EXPENDITURES

Division/Branch: Division of Mines
Mineral Resources Branch

Objective: To provide data for an annual statistical report and for studies of exploration and capital expenditures in the mineral industry.

Content: Data on work done and amounts spent on exploration and development on mineral properties.

Key Identifier: Statistics Canada code number on addressograph

Size: 470

Mode of Storage: Paper file

Retention Period: 10 years

MINISTRY OF NATURAL RESOURCESFILE NAME:OPERATIONAL STATISTICS

Division/Branch:

Northern Affairs Branch

Objective:

To provide data to the Northern Affairs Branch to evaluate its effectiveness.

To provide data to the participating ministries and agencies to evaluate the effectiveness of their programmes and their own field offices.

Content:

Data on the enquiries, complaints, etc. received in 24 Northern Affairs offices in the field and the office of the coordinator in Toronto.

Key Identifier:

None

Size:

24

Mode of Storage:

Paper file

Retention Period:

2 years for field reports returned
3 years for office repliesFILE NAME:CREEL CENSUS INTERVIEW (FORM SF 150)

Division/Branch:

Sport Fisheries Branch

Objective:

To provide a record of creel census interviews to aid in the analysis of the fish-angler complex.

Content:

Information describing the activities of fishing parties such as number hours fished, bait used, fishing method, weather, visitor type, origin, type of fishing, number of lines, species sought, species caught and number released.

Key Identifier:

Lat/long, date, party number

Size:

25,000/year

Mode of Storage:

Tape

Retention Period:

5 years

MINISTRY OF NATURAL RESOURCES

FILE NAME: FISH CULTURE PRODUCTION AND COSTING SYSTEM

Division/Branch: Sport Fisheries Branch

Objective: To provide a summary of stock on hand each month for the purpose of allocation and distribution of stocks to various districts.

To provide indicators of relative production efficiency.

To provide data for the preparation of a production cost analysis.

Content: A monthly inventory of each lot of fish in each hatchery including number, weight and size of fish, amount of food fed, mortality, growth and food conversion.

Key Identifier: (i) name of hatchery
(ii) lot code number

Size: Not stated

Mode of Storage: Data base

Retention Period: Not decided, probably 2-3 years

FILE NAME: LAKE SURVEY SUMMARY
AQUATIC HABITAT INVENTORY FORM SF 133

Division/Branch: Sport Fisheries Branch

Objective: To provide information on the ecological characteristics of lakes as an aid to management and planning.

Content: A collection of physical, chemical and biological data of lakes in Ontario.

Key Identifier: District code and alphabetically within main and district offices

Size: 8,000

Mode of Storage: Conversion to data base completed by December, 1976

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCESFILE NAME:STREAM SURVEY SUMMARY
AQUATIC HABITAT INVENTORY
FORM SF 138

Division/Branch: Sport Fisheries Branch

Objective: To provide information on the ecological characteristics of streams as an aid to management and planning.

Content: A collection of physical, chemical and biological data on streams in Ontario.

Key Identifier: Alphabetically by stream name, sequentially by station number

Size: 1,500

Mode of Storage: Paper

Retention Period: Permanent

FILE NAME:AERIAL SURVEY OF MOOSE

Division/Branch: Wildlife Branch

Objective: To provide data for statistical analysis of the moose population.

Content: Records of flight conditions and observations of moose.

Key Identifier: Mercator Grid Code

Size: 500

Mode of Storage: Magnetic tape

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

FILE NAME: BEAR HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for bear management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: About 1,500 annually (dates to 1971)

Mode of Storage: Magnetic tape

Retention Period: Permanent

FILE NAME: BIG GAME KILLED BY MEANS OTHER THAN
LEGAL HUNTING

Division/Branch: Wildlife Branch

Objective: To provide an independent means of assessing changes in game populations and of assessing natural mortality, mainly deer, moose and bear.

Content: Data on:

1. big game killed by means other than legal hunting
2. the reproductive rates of the animals killed

Key Identifier: District

Size: 1,500 annually

Mode of Storage: Magnetic tape

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

FILE NAME: DEER AND MOOSE PELLET GROUP COUNTS

Division/Branch: Wildlife Branch

Objective: To provide data for a report for head office.

Content: Records of counts of deer and moose droppings during surveys to establish population indices.

Key Identifier: District

Size: 200 pieces

Mode of Storage: Paper file

Retention Period: 2 years

FILE NAME: DEER HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for deer management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: Approximately 10,000 annually
(dates to 1969)

Mode of Storage: Magnetic tape

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCESFILE NAME: DISTRICT WATERFOWL BANDING REPORT

Division/Branch: Wildlife Branch

Objective: To provide a ready reference concerning waterfowl banding.

Content: The number and species of waterfowl life-trapped and banded at various locations in each district.

Key Identifier: None

Size: 18

Mode of Storage: Paper file

Retention Period: 5 years

FILE NAME: HUNTER PROFILE

Division/Branch: Wildlife Branch

Objective: To provide statistical material about hunter examinations and instructors.

Content: Results of hunter examination.

Key Identifier: Social Insurance Number

Size: Approximately 25,000 annually

Mode of Storage: Magnetic tape

Retention Period: 10 years after the death of the hunter

MINISTRY OF NATURAL RESOURCES

FILE NAME: HUNTING AND ANGLING LICENSE FILES

Division/Branch: Wildlife Branch

Objective: To provide data to verify the purchase of a hunting license or angling license.
To provide a source of names and addresses for an annually mailed survey of sportsmen.

Content: Copies of all angling and hunting licenses issued in Ontario.

Key Identifier: Numeric identifier (license number) and the issuer who sold the license

Size: 3,000,000

Mode of Storage: Paper file

Retention Period: Angling - 1½ years
Hunting - current + 4 years

FILE NAME: MOOSE HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for moose management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: Approximately 10,000 annually (dates to 1969)

Mode of Storage: Magnetic tape

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCESFILE NAME: PREDATOR CONTROL

Division/Branch: Wildlife Branch

Objective: To provide data for predator management.

Content: Data on investigations of predation (wildlife) on domestic stock and game populations.

Key Identifier: None

Size: 75-100 annually

Mode of Storage: Paper file

Retention Period: 10 years

FILE NAME: SMALL GAME HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for small game management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: Being about 5,000 annual with 10,000 every third year (dates to 1970)

Mode of Storage: Magnetic tape

Retention Period: Permanent

FILE NAME: SUMMER GROUSE OBSERVATIONS

Division/Branch: Wildlife Branch

Objective: To provide data to follow trends in ruffed grouse populations and to predict availability of ruffed grouse on an annual basis.

Content: Data on the grouse observed per mile of vehicle travel or per man-day of field work in districts.

Key Identifier: None

Size: 49

Mode of Storage: Paper file

Retention Period: 10 years

MINISTRY OF NATURAL RESOURCES

FILE NAME: SUMMER HUNTING AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch
Objective: To provide data for small game management.
Content: Results of mail survey questionnaires.
Key Identifier: District
Size: Being about 1,500 annually (dates to 1972)
Mode of Storage: Magnetic tape
Retention Period: Permanent

FILE NAME: WATERFOWL CENSUS

Division/Branch: Wildlife Branch
Objective: To provide Ontario's contribution to
"Atlantic Water Fowl flyway summary of
continental mid-Winter water".
Content: The census figures for various species
of waterfowl overwintering in Ontario
waters of the Great Lakes and connecting
waters.
Key Identifier: Species and location
Size: 15
Mode of Storage: Paper file
Retention Period: Till waterfowl are extinct

MINISTRY OF CULTURE AND RECREATIONFILE NAME:INQUIRY STATISTICS

Division/Branch: Citizens' Inquiry Branch

Objective: To collect data on inquiries received by the branch for these purposes:

- as the basis for reports to Deputy Ministers, MPPs and others
- to indicate for our own planning and information purposes what type of inquiries are being handled.

Content: A daily summary sheet completed by each staff member answering inquiries. The list of inquiries is compiled daily by provincial ministry or federal or municipal department.

Key Identifier: Year, month, date of inquiries

Size: 3,000 +

Mode of Storage: Paper

Retention Period; General inquiries - 6 months
Remainder - 5 years

FILE NAME:TRANSLATION STATISTICS

Division/Branch: Multiculturalism and Citizenship Division
Translation Bureau

Objective: To provide data to determine the budget for the Translation Section and the need for new translators.

Content: Statistical data on translations received from the Government and public.

Key Identifier: None

Size: Not stated

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF REVENUE

FILE NAME: ASSESSMENT OF LAND AND IMPROVEMENTS -
BASIS OF LAND TAX LEVY

Division/Branch: Corporation Tax Branch
Land Tax Section

Objective: To provide data as a basis for
Provincial Land Tax Levy.

Content:

1. Name and address of the taxpayer
2. Survey description of property
3. Judicial and department administration districts
4. Assessment of land and buildings

Key Identifier: Account Number

Size: 68,000

Mode of Storage: Computer tape, paper file

Retention Period: 10 years

MINISTRY OF THE SOLICITOR GENERALFILE NAME:BREATHYLIZER STATISTICS

Division/Branch: Centre of Forensic Sciences

Objective: To provide data on:

1. location of tests
2. number of interviews
3. number of refusals
4. number of tests
5. number charged
6. number not charged (low reading)

Content: Annual report of breathalyzer programme.

Key Identifier: Force interviewing, location and results

Size: Not stated

Mode of Storage: Paper file

Retention Period: 25 years

FILE NAME:MONTHLY REPORT OF CASES

Division/Branch: Centre of Forensic Sciences

Objective: To provide data on:

1. frequency of offenses broken down geographically
2. numerical count of offenses against the criminal code
3. court appearances at various levels
4. workload in terms of exhibits submitted for examination

Content: Monthly - annual reports of cases, their place of origin, type, number of exhibits and court appearances.

Key Identifier: Type of case, place of origin, number of exhibits and court appearances

Size: Not stated

Mode of Storage: Paper file

Retention Period: 5 years

MINISTRY OF THE SOLICITOR GENERAL

FILE NAME: FIRE INVESTIGATION

Division/Branch: Office of the Fire Marshal

Objective: To maintain reports of all fires investigated by the Office of the Fire Marshal, Public Safety Division for permanent record of persons involved in fires, modus operandi and fire causes.

Content: Data on fire investigations.

Available in aggregate form in a publication entitled, Fire Marshal's Annual Report.

Key Identifier: Not stated

Size: 1,400

Mode of Storage: Paper file

Retention Period: Permanent

Schedule number 05-1004-1-06R

FILE NAME: FIRE LOSS STATISTICS

Division/Branch: Office of the Fire Marshal

Objective: To provide loss data to indicate trends. To measure the effectiveness of the fire prevention and protection measures. To indicate those areas which may require further attention.

Content: Fire loss reports submitted by Ontario municipal fire chiefs, by fire insurance companies, licensed to transact business in Ontario, and by fire insurance adjusters adjusting fire insurance claims in Ontario in accordance with the fire marshal act, R.S.O., 1972, chapter 172.

Available in aggregate form in a publication entitled, Fire Losses in Ontario - 1975.

Key Identifier: Municipal location and fire record number

Size: 116,000

Mode of Storage: Paper file, punch card, computer tape

Retention Period: 9 years - Schedule Number 05-1002-15R

MINISTRY OF THE SOLICITOR GENERAL

FILE NAME: POLICE ADMINISTRATION STATISTICS

Division/Branch: Ontario Police Commission

Objective: To provide data for the maintenance of a system of statistical records for the purpose of aiding the police forces in Ontario.

Content: Statistics concerning municipalities having a police force.

Key Identifier: Name and address

Size: 207

Mode of Storage: Paper file, "see-fax" card

Retention Period: 3 years

FILE NAME: MONTHLY RETURN OF DETACHMENT STATISTICS
FORM LE28

Division/Branch: Ontario Provincial Police

Objective: To provide management with miscellaneous statistical information about Field duties.

Content: A monthly return from each detachment of miscellaneous information

i.e. - number of persons reported missing
- number of stolen vehicles recovered
- number of sudden deaths investigated

Key Identifier: None

Size: 2400 forms per year

Mode of Storage: Paper and computer tape

Retention Period: Five years plus the current

MINISTRY OF THE SOLICITOR GENERALFILE NAME: TRAFFIC INFORMATION SYSTEM

Division/Branch: Ontario Provincial Police

Objective: To provide all levels of O.P.P. management with information on highway traffic violations and collisions.

Content: All information relevant to a collision investigation and traffic tickets.

Available subject on the approval of the Commissioner, Ontario Provincial Police.

Key Identifier: None

Size: 500,000 records per year

Mode of Storage: Computer tape

Retention Period: Not determined

FILE NAME: UNIFORM CRIME REPORTING - POLICE
ADMINISTRATION STATISTICS

Division/Branch: Ontario Provincial Police
Central Records and Communications Branch

Objective: To provide data for input to Statistics Canada statistics and to O.P.P. annual report.

Content: Records in:

1. Area policed and population
2. Transport in use
3. Full-time personnel complement
4. Number of occurrences re: missing persons, drownings and auto thefts

Key Identifier: None

Size: Not stated

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF THE SOLICITOR GENERALFILE NAME:UNIFORM CRIME REPORT - CRIMINAL
OCCURRENCES

Division/Branch:

Ontario Provincial Police
Planning and Research Branch

Objective:

To supply statistics to Statistics
Canada re: criminal occurrence.To provide crime information to
O.P.P. administration.

Content:

Forms LE28A and Statistics Canada
Forms "C" which record:

1. Number of reported and actual
offenses
2. Offenses cleared and how cleared
3. Sex and age group of offenders
charged (these offenses are against
Criminal Code of Canada, other
federal laws, provincial statutes
and municipal by-laws within O.P.P.
jurisdiction)

by month for each O.P.P. detachment

Key Identifier:

None

Size:

2,400 forms per year
50,000 computer tape records per year

Mode of Storage:

Paper file, computer tape

Retention Period:

1 calendar year plus the current year
for original forms

Not determined for tapes

MINISTRY OF THE SOLICITOR GENERAL

FILE NAME: UNIFORM CRIME REPORTING -
TRAFFIC OCCURRENCES

Division/Branch: Ontario Provincial Police
Planning and Research Branch

Objective: To supply statistics to Statistics
Canada re: traffic accidents and
offences.

Content: Statistics Canada Form "T" recording:

1. Number of traffic offences reported
and actual
2. Offences cleared and how cleared
3. Sex and age group of offenders
(offences re: Criminal Code of Canada,
other federal laws, Ontario
Highway Act, other provincial acts,
and municipal by-laws, within O.P.P.
jurisdiction)

by District for each month.

Key Identifier: None

Size: 30 forms per month

Mode of Storage: Paper file

Retention Period: 2 years

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME: ANNUAL STATISTICAL SUPPLEMENT

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for the Annual Publication.

Content: Caseload characteristics for all the Ministry's programmes.

Publication available on request.

Key Identifier: The Ministry's 19 administrative districts and major municipal units such as regional municipalities for the programmes where such breakdowns are possible

Size: Variable

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: CHILD WELFARE

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for programme evaluation and planning.

Content: Monthly caseload reports received from the Children's Aid Societies.

Summaries may be obtained by approved agencies upon application.

Key Identifier: Municipal codes at various levels of aggregation.

Size: Not stated

Mode of Storage: Computer tape, cards, hard copy

Retention Period: Permanent

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

FILE NAME: EXPENDITURES BY MUNICIPALITY
(Formerly by County)

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for the Annual Report.

Content: Transfer payments and expenditures in the Ministry's cost-shared programmes, based on Public Accounts and ancillary information.

Publication available upon request.

Key Identifier: The Ministry's 19 administrative districts and major municipal units such as regional municipalities

Size: 60-70 tables

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: FACILITIES FOR MENTALLY RETARDED PERSONS

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for programme evaluation and planning.

Content: Annual census of residents, admissions and separations.

Summaries may be obtained by approved agencies upon application.

Key Identifier: Municipal codes at various levels of aggregation

Size: Not stated

Mode of Storage: Computer tape, cards, hard copy

Retention Period: Permanent

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME: FAMILY BENEFITS TABLE (ONTAP)

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for programme evaluation and planning.

Content: Data on payroll.
Summaries may be obtained by approved agencies upon application.

Key Identifier: Municipal codes at various levels of aggregation

Size: Not stated

Mode of Storage: Computer tape, cards, hard copy

Retention Period: Permanent

FILE NAME: GENERAL WELFARE ASSISTANCE

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for programme evaluation and planning.

Content: Information derived from monthly claims forms received from municipal units.
Summaries may be obtained by approved agencies upon application.

Key Identifier: Municipal codes at various levels of aggregation

Size: Not available

Mode of Storage: Computer tape, cards, hard copy

Retention Period: Permanent

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME: AREA STATISTICS

Division/Branch: Senior Citizens' Bureau

Objective: To show total beds in Municipality and Charitable Institutions for the elderly by Regional Municipalities, Counties and Districts within the five designated areas of the Province.

- Content:
1. Changes made in the number of beds recorded by County, etc. and Institution
 2. Bed Ratios per 1,000 population 60 and over in one column, and per 1,000 total population in a second column, both in ascending order, and showing the provincial average
 3. Bed Ratios as above but divided into the 5 designated areas of the Province
 4. Details of the existing and "under construction" beds under each Act and totalled for Regional Municipalities, Counties and Districts with sub-totals for the designated areas of the Province. The detail also includes estimated "total" and "over 60" population with percentages and ratios
 5. From a report furnished by the Ministry of Housing the Senior Citizens Apartment Units are summarized by Regional Municipalities, Counties and Districts, with sub-totals for the five designated areas of the Province. Details include the units in "pre-tender", "post-tender", "under construction" and "under management" categories.
 6. Summary of known outstanding applications by Municipal and Charitable Homes, with the total expressed as a ratio per 1,000 population 60 years and over

Key Identifier: Location (region, county, district)

Size: 44 pages (annually)

Mode of Storage: Paper file

Retention Period: Current file replaces previous file; for research purposes permanent storage

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME:QUARTERLY STATISTICAL BULLETIN

Division/Branch:

Policy Analysis Secretariat

Objective:

To report generally on transfer payment programmes.

Content:

Tables on Family Benefits and General Assistance beneficiaries and expenditures, and child welfare beneficiaries.

Publication available upon request.

Key Identifier:

Ministry's 19 administrative districts and major municipality units such as regional municipalities

Size:

About 30 tables

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

FILE NAME: GEOTECHNICAL CROSS REFERENCE AND
RETRIEVAL SYSTEM (GEOCRES)

Division/Branch: Engineering Services Branch
Geotechnical Office

Objective: To provide subsoil, bedrock and ground-water information within the Province of Ontario for government agencies, civil engineering and geological consultants, contractors, institutions of learning and the general public.

Content: The results of all the foundations subsoil investigations carried out between 1954 and the current year by the Ministry or by consultants directly or indirectly for the Ministry. The locations of the investigations are marked on detailed maps. Reports and soil data may be viewed by a microfiche reader.

Brief pamphlets describing the use of GEOCRES available by contacting Geotechnical Product Process Improvement, West Building, 1201 Wilson Ave., Downsview, Ont. M3M 1J8

Key Identifier: Geographical locations, work order, project, contract, district, site and Highway numbers

Size: 3,500

Mode of Storage: Paper file, microfiches, reference books

Retention Period: Permanent

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

FILE NAME: PAVEMENT MANAGEMENT FEEDBACK AND
INFORMATION SYSTEM (PAMFIS)

Division/Branch: Engineering Services Branch
Geotechnical Office

Objective: To provide feedback information on design, construction, maintenance and performance of various pavement structures built within the Ontario's King's and Secondary Highway systems.

Content: Information on basic pavement design elements, construction, materials and subsequent history of pavement performance and behaviour. New reconstruction and resurfacing projects are added to the file every year.

Key Identifier: Contract number

Size: 700 Contracts

Mode of Storage: Computer

Retention Period: Permanent

FILE NAME: EXPENDITURES ON HIGHWAYS BY COUNTY
AND DISTRICT

Division/Branch: Financial Branch

Objective: To provide data on expenditures on highways for political, statistical and press releases by various jurisdictions.

Content: Data on expenditures on highways by county and district.

Key Identifier: Highway number and location

Size: 1,000

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF TRANSPORTATION AND COMMUNICATIONSFILE NAME:MATERIAL PRICE INDEX

Division/Branch: Financial Branch

Objective: To provide data for planning and budgeting purposes.

Content: A record of the price, quantity and type of material purchased by Ministry of Transportation and Communications from various suppliers.

Key Identifier: Purchase order number and type of material

Size: 400

Mode of Storage: Paper file

Retention Period: 35 fiscal years

FILE NAME:TENDER PRICE INDEX

Division/Branch: Financial Branch

Objective: To provide data for cost estimates, budget purposes, comparing price trends with other provinces and signalling unusual price movements.

Content: Data on prices, contract numbers, quantities and location of work performed by contractors on behalf of the Ministry of Transportation and Communications.

Key Identifier: Contract number and tender item

Size: 500

Mode of Storage: Paper file

Retention Period: 35 years (fiscal)

MINISTRY OF TRANSPORTATION AND COMMUNICATIONSFILE NAME:WATER TRANSPORTATION REPORT -
OPERATING EXPENSES OF FERRY BOATS

Division/Branch: Financial Branch

Objective: To provide data to report to Statistics Canada the Ministry of Transportation and Communications operating expenses of the various ferries in compliance with Water Transportation Report, Statistics Act, Chapter 257.

Content: The operating expenses of ferries under the Ministry of Transportation and Communications' jurisdiction.

Key Identifier: None

Size: Not stated

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:TELEPHONE STATISTICS - FINANCIAL

Division/Branch: Ontario Telephone Service Commission

Objective: To provide information on the operation of independent telephone systems in Ontario.

Content: Financial information on the operation and statistics on the number of phones etc. of the Independent Telephone Systems.

Key Identifier: Name of telephone system

Size: 42

Mode of Storage: Paper file

Retention Period: 8 years (calendar)

MINISTRY OF TRANSPORTATION AND COMMUNICATIONSFILE NAME: WELLS FILE

Division/Branch: Special Services Office

Objective: To document source, quality and potential quantities of available water for human consumption and commercial use applications.

To ensure that there is an adequate water supply and that the water meets the regulations of the World Health Organization.

Content: Well-driller's log, contract prices for drilling wells, water well record (OWRC) form, chemical analysis and bacterial analysis reports, report of water samples of wells at all the department's patrol sites, and water depth recording charts for wells at service centres.

Key Identifier: District number, patrol number

Size: 450

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: TRAVEL TIME DATA - ROAD, PUBLIC TRANSIT

Division/Branch: Systems Planning Branch
Municipal Planning Office

Objective: To provide data for transportation planning activities within Toronto Area Regional Model Study (TARMS) Region.

Content: Travel time by mode from any traffic zone to all other zones.

Key Identifier: TARMS 1971 Zones, Maps and List

Size: 1,400

Mode of Storage: Computer tape and list

Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF LOGGING 1971 AND 1972

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To furnish the Ministry of TEIA
and the Ministry of Natural Resources
with logging statistics for analysis
and policy formulation.

To supply to other Ontario Government
Ministries and to the public, data for
aggregates of establishments, subject
to confidentiality restraints and
resource availability.

Content: Data for each establishment, by
industrial classification on: cost
of fuel and electricity, cost of
materials and supplies, value of
production, value added, employment
and payroll.

Aggregated data are subject to rules
of confidentiality based on the
Federal Statistics Act.

Key Identifier: Industrial classification (SIC
number) and establishment number

Size: Approximately 700

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURERS:
ENERGY CONSUMPTION

Division/Branch:

Central Statistical Services
Ontario Statistical Centre

Objective:

To furnish the Ministry of TEIA
with manufacturing statistics for
economic analysis and policy
formulation.To supply other Ontario Government
Ministries and to the public, data
for aggregates of establishments,
subject to resource availability
and confidentiality constraints.

Content:

Energy statistics commodities
carried in the Fuel and Electricity
section of the Census of Manufacturers
Questionnaires by industry.Aggregated data are subject to
rules of confidentiality based
on Statistics Acts (both Federal
and Provincial).

Key Identifier:

SIC

Size:

180 records per annum

Mode of Storage:

Punch cards

Retention Period:

10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURERS:
ESTABLISHMENT DATA

Division/Branch:

Central Statistical Services
Ontario Statistical Centre

Objective:

To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To supply other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to resource availability and confidentiality constraints.

Content:

a) (1966-1972) data for each establishment classified by industry, geographical location, type of organization and establishment size for Ontario. The statistics include inventories, fuel and electricity consumed, materials and supplies used, shipments, production, employment, payroll, hours worked, hours paid.

b) (1971-1973) same as (a) plus:
a number of calculated statistics
(e.g. value added)

Aggregated data are subject to rules of confidentiality based on Statistics Acts (both Federal and Provincial).

Key Identifier:

a) The first 4 and last 3 digits of the 13-digit identification numbers relating respectively to standard industrial classification (SIC) and Establishment number

b) Record Serial number

Size;

a) 13,000 records per annum
b) 13,000 records per annum

Mode of Storage:

a) Paper file. In addition computerized files are generated at establishment level containing principal statistics and fuel and electricity statistics by commodity
b) Magnetic tape

Retention Period:

a) Paper files - 25 years
Computerized files - 10 years
b) 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF MANUFACTURERS:
MANUFACTURED COMMODITIES

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to resource availability and confidentiality constraints.

Content: (1) All publishable output commodity statistics (quantities and values) for all Ontario.

(2) Output commodities, by establishment for Ontario. Each record is classified for geographical location (by municipality, economic region and metropolitan area codes and industry)

Aggregated data are subject to rules of confidentiality based on Statistics Acts (both Federal and Provincial).

(1) contains data which are releasable on request.

Key Identifier: (1) Standard Industrial Commodity Classification
(2) Record Serial Number

Size: (1) 1,750 records per annum
(2) 33,000 records per annum

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURERS:
NEW ESTABLISHMENT FILE

Division/Branch:

Central Statistical Services
Ontario Statistical Centre

Objective:

To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to resource availability and confidentiality constraints

Content:

Establishment level information, for several years of establishment operation (1966 - 1971). In addition to the principal statistics each record includes information on the age of each establishment, its status (active or discontinued) and change in status (e.g. amalgamated, transferred to another industry, etc.) The file is designed to facilitate the inclusion of new data as they become available.

Aggregated data are subject to rules of confidentiality based on Statistics Acts (both Federal and Provincial).

Key Identifier:

Year of operation and Record Serial Number

Size:

6,000 records

Mode of Storage:

Magnetic tape

Retention Period:

10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF MANUFACTURERS:
PRINCIPAL STATISTICS

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To furnish the Ministry of TEIA
with manufacturing statistics for
economic analysis and policy
formulation.

To supply to other Ontario Government
Ministries and to the public, data
for aggregates of establishment,
subject to resource availability
and confidentiality constraints.

Content: (1) (1961 - 1973) Industry level
principal statistics for Canada
and for each province
(2) (1949 - 1961) Major industry group
level principal statistics for
Canada and for each province
(3) (1961 - 1973) Industry level
principal statistics for Ontario

Aggregated data are subject to rules
of confidentiality based on Statistics
Acts (both Federal and Provincial).

(1) and (2) contain data which are
releasable on request.

Key Identifier: (1) Census Year and SIC
(2) Census Year and Major Industry Group
(3) Census Year and SIC

Size: (1) 32,500 records
(2) 3,500 records
(3) 3,000 records

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MINES

Division/Branch:

Central Statistical Services
Ontario Statistical Centre

Objective:

To furnish the Ministry of TEIA and the Ministry of Natural Resources with mining statistics for analysis and policy formulation.

To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to confidentiality restraints and resource availability.

Content:

(a) (1964 - 1973) Data, for each establishment, by industrial classification on: inventories, fuel and electricity consumed, materials and supplies used, shipments, production, employment and payroll, and their components.

(b) (1969 - 1971) Data, for each establishment, by industrial classification on cost of fuel and electricity, cost of materials and supplies, value of production, value added, employment and payroll

Aggregated data are subject to rules of confidentiality based on Statistics Acts.

Key Identifier:

- (a) First 4 and last 3 digits of the 12-digit identification numbers, relating respectively to the industry classification (SIC) and the establishment number
- (b) SIC number and the establishment number

Size:

Approximately 650

Retention Period:

- (a) 25 years
- (b) 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: CENSUS OF POPULATION AND HOUSING

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To provide data to government researchers
and policy planners.

Content: Preplanned tabulations in the subject
matter areas of:

1. Demography
 2. Family
 3. Households
 4. Housing
 5. Schooling
 6. Income
 7. Labour Force
 8. Immigration/migration
 9. Intra-area travel
- for the census years 1961 and 1971.

Key Identifier: Year and geographic code

Size: Approximately 495

Mode of Storage: Microfilm (1971 only) and tape

Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: NON-NHA MORTGAGE REGISTRATIONS IN ONTARIO

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To provide data for Economic Analysis
and Financial Planning.

Content: Data on conventional real estate
mortgages (excluding chattel mortgages)
registered in Ontario.

Data includes class of mortgagor
and mortgagee, amount of mortgage,
interest rate per annum, length of
contract, municipality.

Key Identifier: (1) Mortgage registration number
(2) Registry office/land titles office
number

Size: 280,000 records (mortgages)

Mode of Storage: (1) Punch card
(2) Magnetic tape
(3) Computer disc

Retention Period: 3-5 years
(not decided)

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: QUARTERLY FINANCIAL STATISTICS OF
ACTIVE CREDIT UNIONS IN ONTARIO

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To provide statistical data for:

- (1) Administration of the Ontario
Credit Unions Act (RSO - 1970)
- (2) Economic analysis by Ministry of
Treasury, Economics and
Intergovernmental Affairs
- (3) Statistical growth analysis
by O.C.U.L. and CUNA

Content: Quarterly financial data on Active
Credit Unions in Ontario, including:

1. Assets, liabilities
2. Member's equity
3. Income and expenditures
4. Reserve accounts, surplus account
5. New loans issued
6. Non-financial data (membership,
purpose of loan, etc.)

Key Identifier: Charter number

Size: 1,251 records (credit unions)

Mode of Storage: Punch card, magnetic tape

Retention Period: 3 - 5 years
not decided

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: SURVEY OF REAL ESTATE BROKERAGE FIRMS

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To provide this Ministry and the central policy research units with information about the real estate industry in Ontario for fiscal and planning studies related to the service industries.

Content: Aggregate data including annual financial statistics in terms of income, business and consumers expenditures, and the number of employees, and quarterly information to provide a measure of output for the industry such as number of real estate transactions and their value.

Annual publication started with 1972.

Key Identifier: Name and address of real estate firms
the first 4 of 6 digits for company
the 5th digit for region and the last digit for stratum.

Size: 3,000 approximately

Mode of Storage: Punch cards, magnetic tapes

Retention Period: 5 years minimum

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:AREA STUDIES

Division/Branch: Local Government Services Division

Objective: To provide data on local community conditions.

To provide information to other agencies of government concerned with the physical and economic development of the province.

To provide data as a basis for local planning, subdivision and official plan review, location of new town sites, transportation studies, etc.

Content: Survey data, (base study year) analysis and forecasts of population, employment and households (permanent and seasonal) and land use for most of the Province by municipality and traffic zone for period 1963 - 1972.

Dated.

Program discontinued.

Some employment data and forecasts are restricted.

Key Identifier: Study name, municipality, traffic zone

Size: Not stated

Mode of Storage: Paper files, maps, tables

Retention Period: 5 years from 1976. Final disposition: Archivist

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: SUBDIVISION APPLICATION DATA SHEETS

Division/Branch: Local Government Services Division

Objective: To provide data to determine the rate of application and approval by quantity and time of subdivision applications.

Content: A summary by municipality of the applications for approval of the plans of subdivisions submitted to the Ministry of Treasury, Economics and Intergovernmental Affairs from 1946 to 1968 with respect to number of lots, date of submission, date of draft appeal, date of final approval, area, registration date and number, etc.

Statistical file no longer maintained.

Dated.

Key Identifier: (1) Numeric code
(2) Municipality

Size: Not stated

Mode of Storage: (1) Paper file
(2) Map
(3) Tables

Retention Period: 5 years from 1976
Final disposition: to Archivist

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: URBAN LAND USE IN ONTARIO

Division/Branch: Local Government Services Division

Objective: To provide data on the quantities of each urban land area devoted to different uses, in a sample of urban municipalities (50) to be examined as a comparative background against which standards and forecasts may be considered.

Content: An analysis of urban land use areas in selected Ontario municipalities and includes quantities in each devoted to different land uses in relation to population size.

Dated.

Publication:

"Urban Land Use in Ontario Areas and Densities, 1970"

Key Identifier: Urban municipality

Size: Not stated

Mode of Storage: Paper file

Retention Period: Until stock of publication depleted

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: FINANCIAL STATEMENTS OF MUNICIPALITIES

Division/Branch: Municipal Finance Branch

Objective: To fulfil the statutors requirement to file an annual audited statement by each municipality.

Content: Audited financial statement of each municipality.

Annual Publications:
"Municipal Financial Information"

Summaries of revenue fund, capital fund, long term liabilities, long term debt charges, demographic data, tax collection record, etc.

Municipalities publish their financial statements.

Key Identifier: Municipality name.

Size: 832 in 1975. Varies.

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: GRANTS REGISTER

Division/Branch: Municipal Finance Branch

Objective: To provide a list of provincial grants received by each municipality in Ontario.

Content: A list of municipalities with the provincial grants received by each.

Key Identifier: Municipality name

Size: Varies

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: MUNICIPAL TAXATION BY-LAW FORMS

Division/Branch: Municipal Finance Branch

Objective: To provide municipal taxation information.

Content: Details of the annual taxation levy (assessment, mill rates, taxation and special charges).

Key Identifier: Municipality name

Size: Varies

Mode of Storage: Paper file

Retention Period: 10 calendar years

FILE NAME: POPULATION OF A LOCAL MUNICIPALITY

Division/Branch: Municipal Finance Branch

Objective: To provide an analysis of population by age groups.

Content: Publications of each local municipality.

Annual publication:
"Municipal Directory"

Total populations.

Key Identifier: Municipality name

Size: 793 in 1975. Varies.

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:RETURN OF ASSESSMENT

Division/Branch: Municipal Finance Branch

Objective: To provide information on assessment.

Content: The assessment of real property and business upon which taxes are levied.

Annual Publication:
"Municipal Financial Information"
Total taxable assessments and households.

Key Identifier: Municipality name

Size: 793 in 1975. Varies.

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:DETERMINATION OF TAX REDUCTION UNDER
THE FARM TAX REDUCTION PROGRAM

Division/Branch: Subsidies Branch

Objective: To provide data on payments made for each farm property in order that recovery action can be taken if required.

Content: Roll number, acreage, assessment and municipal tax information on all farm properties in Ontario from the year 1970 onwards. Since 1973 the farm properties have also been classified by type, i.e., mixed, fruit, livestock, tobacco, etc.

Key Identifier: Assessment roll number by municipality.

Size: 240,000

Mode of Storage: Computer and microfilm

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: INVENTORY OF PROVINCIALLY-OWNED PROPERTIES
ON WHICH GRANT-IN-LIEU PAYMENTS ARE MADE

Division/Branch: Subsidies Branch

Objective: To provide a computerized listing of all properties eligible for a payment in lieu of taxes (excludes properties owned by Crown Agencies).

Content: Assessment roll number, municipal location, name of owning Ministry, name of user Ministry, size of property, assessed value, use of property, property description and payments made.

Key Identifier: Assessment roll number by municipality

Size: 6,000 +

Mode of Storage: Computer tape + print

Retention Period: Print - 8 years
File tape - 5 generations

FILE NAME: MANAGED FOREST TAX REDUCTION PROGRAM

Division/Branch: Subsidies Branch

Objective: To provide data on payments of grants to eligible owners of managed forests in order that recovery action can be taken when required.

Content: Property roll number, managed forest acres and assessment, and applicable taxes for managed forest properties on which grants have been paid from the years 1973 and 1974 onwards.

Key Identifier: Name of municipality, roll number, property owner

Size: 7,000

Mode of Storage: Computer tape

Retention Period: 12 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: MUNICIPAL AND SCHOOL TAX CREDIT ACT - LIENS

Division/Branch: Subsidies Branch

Objective: To document officially the debt that each program participant may owe to the Province in the event of transfer of ownership of the benefitting property.

Content: Copies of all liens under the program which are charges against the benefitting properties of program participants. The lien form details the name of the property owner and the legal description of the property against which the lien has been issued. Aggregate data are available.

Key Identifier: Sequential number applied by Branch

Size: 5,000 approx.

Mode of Storage: Filing cabinets

Retention Period: Not determined

FILE NAME: PER CAPITA GRANTS REGISTER

Division/Branch: Subsidies Branch

Objective: To determine the population base and to calculate per capita grants paid to municipalities.

Content: Population and calculations of per capita and policing grants paid to municipalities.

Key Identifier: Name of municipality

Size: 1,000

Mode of Storage: Paper file

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: PARTIAL INVENTORY OF PROVINCIALLY OWNED PROPERTY

Division/Branch: Subsidies Branch

Objective: To provide data for the payment of subsidies (payments in lieu of taxes and the payment of taxes for tenants to municipalities).

Content: Assessment and municipal tax bill details with respect to provincially owned properties, up to 1974 - after 1974 this information is kept only for tenant-occupied properties, as the Grant-in-lieu municipal file used chiefly for correspondence since payments were recorded on computer.

Key Identifier: Name of municipality in which property situated - name of government ministry responsible for property

Size: 7,500 + (6,000 properties on which payments in lieu are made; 1,500 properties on which taxes are paid for tenants)

Mode of Storage: Kardex tray

Retention Period: Determined by ownership of property by province

FILE NAME: POPULATION PROJECTION

Division/Branch: Central Statistical Services
Ontario Statistical Centre

Objective: To provide population projection data to government policy planners and researchers.

Content: Population projections by county for Ontario for the years 1971 - 2001.

Key Identifier: Year, county, fertility rate, migration rate

Size: Approximately 540

Mode of Storage: Microfilm

Retention Period: Permanent

Q/N
-57

Index of
Statistical Files
in the
Ontario Government 1977



Ontario

Ministry of Revenue

Statistics Unit

King's Printer, Ontario

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Index of Statistical Files in the Ontario Government 1977



Ontario

**Ministry of Treasury,
Economics and
Intergovernmental Affairs**

**Central
Statistical
Services**



General enquiries and suggestions for improvement of this publication should be directed to:

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Preface

This is the fourth annual edition of the Index of Statistical Files in the Ontario Government. During revision 26 file references were removed, as obsolete, 30 were modified and 30 were added.

The Index is intended to serve information officers, researchers and others who need statistical and related information from the Ontario Government. Guidance on how to use this publication is given in the immediately following pages.

We wish to thank the Ministries and Agencies whose files are listed here, for their co-operation and help in assembling information for the Index.

Readers are requested to contact this office regarding suggestions for improvement of the publication.

Pages iii and iv should be read before using the Index.

How to Use this Publication

Each unit in the main body of this publication is a separate listing (or "abstract") of a file or set of files, available in a ministry, board or commission of the Ontario Government. One or more listings is given to a page.

These listings contain:

- the name of the ministry or agency;
- the branch where the file is kept;
- a summary of the file content and its objective;
- the mode of storage (such as paper, punch card, computer tape);
- the key identifier of the file used for retrieval purposes.
(Eg., the water quality sample master file is keyed three ways - by time, location and agency sampling).

To find the range of files pertaining to a given topic, first consult the index section. In this section there is an entry given for each subject, followed by one or more code designations consisting of two capital letters and a number. For instance, files on alcoholism are listed this way:

Alcoholism,

research, HL1

The capital letters of the code, in this case HL (Health), denote the agency that keeps the file. They also indicate where the abstracts can be found within the file listings in the publication. The abstracts are grouped by ministry, board or commission, each of which is assigned a specific code. These code groups are arranged alphabetically in the "Listings of Statistical Files". For reference, the codes are listed on page v.

In the example above, you would turn to section HL, page 1 (HL1) to find listed those files which are maintained by the Ministry of Health on alcoholism research. Cross references are also used in the index of files to help you find the correct listing. For example, the cross reference

Addiction, drug - see Drug - addiction

will refer you to the full indexing of the subject Drug Addiction.

Definitions

A Statistical File - In the context of this publication a statistical file contains the records of all data collected by ad hoc surveys and continuous surveys (monthly, quarterly, annually) that are used to assist in research and development, policy planning, drafting legislation and other purposes. Such a file normally comprises original source information - that is, it is not in derived form. In addition some files listed in this catalogue are not statistical files in this sense but are files of statistical aggregates derived from administrative and other records.

Statistics - In the above statement, statistics are facts and numeric data on a given subject, which are assembled and classified to be capable of organization to form an objective and representative information source for analysis.

Data - Are the facts or figures from which statistics can be inferred.

File Objective - A description of the intended use of the file.

File Content - The general description of an organized collection of records directed toward a specific purpose and intended to help in policy planning, research and development or some other activity.

File Size - The number of records contained in a file.

A Record - A collection of information on a specific subject-matter unit. For instance, the file on Population of a Local Municipality contains a record on each municipality. Collectively, these unit records form one file.

Key Identifier - This refers to the major means of listing or identifying the items in a file, such as the name of the person or company or a person's Social Insurance Number.

For further information regarding a file, please direct enquiries to the appropriate division or branch, and ministry, Queen's Park, Toronto. Referral telephone number (416-) 965-3535.

Codes Used in the Index and File Listings Sections

<u>Code</u>	<u>Description</u>
AF	Agriculture and Food
AG	Attorney General
CR	Consumer and Commercial Relations
CU	Colleges and Universities
ED	Education
EN	Environment
GS	Government Services
HL	Health
IT	Industry and Tourism
LB	Labour
MH	Housing
NA	Northern Affairs
NR	Natural Resources
RC	Culture and Recreation
SG	Solicitor General
SS	Community and Social Services
TC	Transportation and Communications
TE	Treasury, Economics and Intergovernmental Affairs

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Listings of Statistical Files

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Division/Branch: Crop Insurance Commission of Ontario

Objective: To provide data to underwrite an insurance contract, and to use in statistical analysis and in actuarial calculations.

Content: Records of individual crop insurance contracts; up to 29 plans presently available.

Key Identifier: Contract number

Size: 30,000

Mode of Storage: Paper file, with all information also in the computer, contract records also updated annually on microfiche.

Retention Period: Permanent

FILE NAME:GRAIN CORN STORAGE AND CONSUMPTION IN ONTARIO

Division/Branch: Economics Branch

Objective: To accumulate historical data on Ontario grain corn shortage, movement and consumption after publishing the results of the monthly survey.

Content: Data on grain corn industry groups.
Summaries released.

Key Identifier: Numeric code

Size: 120 per month

Mode of Storage: One-page questionnaire

Retention Period: 4 years

FILE NAME:EXTENSION BRANCH ANNUAL REPORTS

Division/Branch: Extension Branch

Objective: To provide a record of the activities, programs, changes and progress of the Extension Branch from inception to present.

Content: Compiled report of Extension Branch activities for each fiscal year based on the reports from each of the 54 individual county or district agricultural offices.

Key Identifier: Year

Size: Not available

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF AGRICULTURE AND FOODFILE NAME:AGRICULTURAL RESEARCH DATA
- UNIVERSITY OF GUELPH

Division/Branch:

Agricultural Research Institute
of Ontario

Objective:

To provide data for a basis of
research findings which are reported
in the annual reports of the Agricultural
Research Institute of Ontario.

Content:

Agricultural research data collected
and held by University of Guelph
operating under a standard contract
with Ministry of Agriculture and Food
together with agricultural research
data collected by colleges and
universities operated by the Ministry
of Agriculture and Food.

Public after publishing Annual Report

Key Identifier:

Not available

Size:

Not available

Mode of Storage:

Not available

Retention Period:

Perpetual

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: MONTHLY CREAMERY BUTTER AND CHEDDAR CHEESE
PRODUCTION SURVEY

Division/Branch: Economics Branch

Objective: To prepare statistics for publication in
"Monthly Dairy Report"

Content: Data on the production and stocks of
cheddar cheese, creamery butter, and
whey butter

"Monthly Dairy Report" available upon
request

Key Identifier: Not recorded

Size: 67

Mode of Storage: Paper file

Retention Period: 7 years

FILE NAME: MONTHLY FLUID MILK AND CREAM REPORT

Division/Branch: Economics Branch

Objective: To prepare statistics for publishing
in the "Monthly Dairy Report"

Content: Data on the sales of milk by licensed
distributors by area, class of milk,
and container size

(Refer to Ministry form D-147)

Accessibility: "Monthly Dairy Report" available upon
request

Key Identifier: 13 areas and 5 major cities

Size: 160

Mode of Storage: Paper files

Retention Period: 7 years

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: ONTARIO CENSUS OF FRUIT TREES, 1976

Division/Branch: Economics Branch

Objective: To produce a breakdown of fruit trees in Ontario

Content: Data on fruit trees on farms, broken down by type, variety, age and geographic region; also by root stock for apples.

Available on request in reports,

i) Apples
ii) Tender Fruits
iii) Grapes

Key Identifier: Not recorded

Size: 3,000

Mode of Storage: Paper file

Retention Period: 3 years

FILE NAME: QUARTERLY RETAIL PRICE OF MILK BY CONTAINER TYPE

Division/Branch: Economics Branch

Objective: To prepare tables for inclusion in "The Monthly Dairy Report"

To indicate pricing trends between jug stores, chain stores, home delivery, etc., in major market areas.

Content: Data on the retail price of milk in various types of outlet by container type, in 34 Ontario markets.

"Monthly Dairy Report" available on request

Key Identifier: Not recorded

Size: 34

Mode of Storage: Paper file

Retention Period: 3 years

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: SEMI-ANNUAL SURVEY OF FARMERS

Division/Branch: Economics Branch

Objective: To prepare estimates of field crop acreages and livestock inventories on a county basis.

Content: Data on field crop acreages, livestock numbers by class and age, etc.

Aggregate data appear in Annual Report, publication 20, Agriculture Statistics in Ontario

Key Identifier: Numeric code

Size: 27,000

Mode of Storage: Computer tape

Retention Period: 5 years

FILE NAME: SURVEY OF CROP CORRESPONDENTS - MONTHLY

Division/Branch: Economics Branch

Objective: To prepare tables for publication in "Monthly Crop and Livestock Report".

Content: Data on crop conditions, estimates of yields, etc.

"Monthly Crop and Livestock Report" available on request

Key Identifier: Numeric code

Size: 1,800

Mode of Storage: Paper files

Retention Period: 3 years

MINISTRY OF AGRICULTURE AND FOODFILE NAME: SURVEY OF MILK CONTAINERS, SEMI-ANNUALLY

Division/Branch: Economics Branch

Objective: To provide a summary for publication in "Monthly Dairy Report"

Content: Data describing the size and type of retail milk packages in the 5 major markets in Ontario

(Refer to Ministry form D-147)

"Monthly Dairy Reports" available on request

Key Identifier: None

Size: Not recorded

Mode of Storage: Paper files

Retention Period: 3 years

FILE NAME: SURVEY OF NURSERIES (ANNUAL)

Division/Branch: Economics Branch

Objective: To prepare tables for publication in "Seasonal Fruit and Vegetable Report"

Content: Sales of fruit trees by variety to fruit growers

"Seasonal Fruit and Vegetable Report" available on request

Key Identifier: None

Size: 50

Mode of Storage: Paper file

Retention Period: 3 years

MINISTRY OF AGRICULTURE AND FOODFILE NAME:SURVEY OF PRICE CORRESPONDENTS (MONTHLY)

Division/Branch: Economics Branch

Objective: To prepare tables for publication in "Monthly Crop and Livestock Report".

Content: Data on the average farm prices of field crops and livestock at 15th of each month.
"Monthly Crop and Livestock Report" available on request

Key Identifier: None

Size: 300

Mode of Storage: Schedules stored

Retention Period: 5 years

FILE NAME:VALUE PER HEAD OF LIVESTOCK (SEMI-ANNUAL)

Division/Branch: Economics Branch

Objective: To estimate inventory value of livestock on farms in Ontario.

Content: The average value per head of livestock on farms.
Aggregate data appear in Annual Report, Publication 20

Key Identifier: None

Size: 3,000

Mode of Storage: Schedules stored

Retention Period: 5 years

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: AGRICULTURAL ENGINEERING
EXTENSION SERVICE ANNUAL REPORT

Division/Branch: Extension Branch

Objective: To provide records of activities, programs, progress, changes in Agricultural Engineering Extension programs in individual areas and on a provincial basis.

Content: Annual reports of each Agricultural Engineer in Extension Branch; statistical reports and comments are made on; drainage, pond, farm structures, miscellaneous designs; 4-H tractor and engineering clubs; talks; scientific papers and schools; mass media presentations.

Key Identifier: Location of engineer and name

Size: 1 compiled report and
1 report per year per engineer

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: ANNUAL REPORTS OF AGRICULTURAL
OFFICES BY COUNTY

Division/Branch: Extension Branch

Objective: To prepare Annual Report of Extension Branch

To provide a record of activities, programs, changes and progress of extension work in each county and district.

Content: Annual reports of each County or District office in the province where an Agricultural office is located; statistical reports and comments on; farm business, livestock, soil and crop management contracts; personnel; present state of, and changes in, agricultural economy; new trends; activities; projects; general extension programs and activities; 4-H club statistics, analysis and activities; junior farmers statistics and activities; assistance provided to farmers in Northern Ontario; mass media releases.

Key Identifier: County or district and year

Size: 54

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF AGRICULTURE AND FOODFILE NAME:ANIMALS USED IN RESEARCH

Division/Branch: Veterinary Services Branch

Objective: To record the number of every species of animal used for research in a registered research facility each year.

To record the number of dogs and cats purchased or otherwise acquired by registered research facilities each year and their source.

To record the number of dogs and cats that in any experiment or surgical procedure did not recover from anaesthesia.

To assist enforcement of the Animals for Research Act.

Content: Annual statistics reported by registered research facilities.

Aggregate data available.

Key Identifier: Name and address

Size: 75

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF AGRICULTURE AND FOODFILE NAME: P.M.U. FARM

Division/Branch: Veterinary Services Branch

Objective: To provide data on numbers of horses maintained by farms licensed under the P.M.U. Farms Act.

(P.M.U. - Pregnant Mare Urine)

Content: Data on the number of horses on each farm.

Aggregate data available.

Key Identifier: Name and address of farm

Size: 100

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME: LIVESTOCK COMMUNITY SALES

Division/Branch: Veterinary Services Branch

Objective: To provide information on sales conducted under the Livestock Community Sales Act, listing the number of animals sold and the number rejected.

Content: Information on the number of animals sold and rejected.

Aggregate data available.

Key Identifier: Name of sales barn and owner

Size: 70

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF AGRICULTURE AND FOODFILE NAME:MEAT INSPECTION REPORTS

Division/Branch: Veterinary Services Branch

Objective: To provide information for examining carefully the diseases occurring in animals and to maintain comparative annual records to determine the statistical incidence of certain diseases and conditions.

Content: Information on the ante-mortems and post-mortems on the animals inspected.

Key Identifier: County and plant number

Size: 270 slaughtering plants
146 meat inspectors

Mode of Storage: Paper file

Retention Period: Not decided

FILE NAME:VETERINARY SERVICES LABORATORIES

Division/Branch: Veterinary Services Branch

Objective: To provide data for a summary of workload.

Content: A record of submission of specimens and consignments by species and of tests performed in each of six laboratories.

Key Identifier: Not available

Size: 6

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF AGRICULTURE AND FOOD

FILE NAME: DEAD ANIMAL DISPOSAL STATISTICS -
MONTHLY

Division/Branch: Veterinary Services Branch

Objective: To compile statistics re: number of
dead animals collected (reported in
Annual Report of Ministry).

To maintain record of dead animal
collectors, dead animal plants,
and dead animal meat brokers.

Content: Data re: names and addresses of the
licensed operators under the Dead
Animal Disposal Act, monthly statistics
for the number of dead animals collected.

Aggregate data available.

Key Identifier: Name and address

Size: 55

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF THE ATTORNEY GENERALFILE NAME:CRIME VICTIM COMPENSATION - AWARD
PROCESS WORKLOAD STATISTICS

Division/Branch: Criminal Injuries Compensation Board

Objective: To assist management by providing information for planning, administration and resource allocation in compensating eligible applicants for their injuries resulting from crime.

Content: Information on the operating level of the Board -- e.g. number of applications received, disposed and pending, average award value.

Publications: Annual Report of the Criminal Injuries Compensation Board
Annual Report of the Attorney General

Key Identifier: Nil

Size: 1 record per year

Mode of Storage: Paper

Retention Period: Permanent

FILE NAME:EXPROPRIATION COMPENSATION -
ARBITRATION WORKLOAD STATISTICS

Division/Branch: Land Compensation Board

Objective: To assist management by providing information for planning, administration and resource allocation in the process of determining compensation for expropriated land, where it is disputed.

Content: Information on:

1. Caseload - number of applications received, completed and in process, by nature of arbitration;
2. Compensation - value of awards claimed and awarded, for market value of land, and for damages.

Publication: Annual Report of the Attorney General.

Key Identifier: Nil

Size: 1 record per year

Mode of Storage: Paper

Retention Period: Permanent

MINISTRY OF ATTORNEY GENERAL

FILE NAME: ONTARIO MUNICIPAL BOARD
- WORKLOAD STATISTICS

Division/Branch: Ontario Municipal Board

Objective: To assist management by providing information for planning, administrative and resource allocation in ensuring the sound growth and development of Ontario's municipalities.

Content: Information on the number and type of matters brought before the Board:

Publication: Annual Report of the Ontario Municipal Board.

Key Identifier: Nil

Size: 1 record per year

Mode of Storage: Paper

Retention Period: Permanent

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: LEGAL AID - WORKLOAD STATISTICS

Division/Branch: Programmes and Administrative Division,
Office of the General Manager

Objective: To assist the management of the Legal
Aid Plan in its resource allocation
and control responsibilities in
providing access to legal assistance
for eligible applicants.

Content: Information on:

1. Operating level -- e.g. applications
received, certificates issued,
persons assisted by duty counsel,
etc;
2. Finances - fees and disbursements,
recoveries, expenses; by type of
case and assistance.

Publication: Law Society of Upper Canada
Ontario Legal Aid Plan, Annual Report.

Key Identifier: Area

Size: 46 area offices

Mode of Storage: Paper

Retention Period: Permanent

MINISTRY OF THE ATTORNEY GENERAL

FILE NAME: LEGISLATION - WORKLOAD STATISTICS

Division/Branch: Legislative Counsel

Objective: To assist management by providing information for planning and resource allocation purposes.

Content: Information on:

1. Number of bills drafted
2. Number of pages in the annual statute book;
3. Number of regulations drafted and filed;
4. Number of pages published in the Gazette

Publication: Annual Report of the Attorney General.

Key Identifier: Nil

Size: 1 record per year

Mode of Storage: Paper

Retention Period: Permanent

MINISTRY OF THE ATTORNEY GENERALFILE NAME: OFFICIAL GUARDIAN - WORKLOAD STATISTICS

Division/Branch: Official Guardian

Objective: To assist management by providing information for planning and resource allocation in ensuring effective representation of minors' rights and interests before the courts.

Content: Information on:

1. Number of reports to the Court on the custody, maintenance and education of children involved in divorce proceedings;
2. Number and type of legal and financial services for the protection of the proprietary and other personal interests of children coming before the court.

Publication: Annual Report of the Attorney General.

Key Identifier: Nil

Size: 1 record per year

Mode of Storage: Paper

Retention Period: Permanent

MINISTRY OF THE ATTORNEY GENERALFILE NAME: PUBLIC TRUSTEE - WORKLOAD STATISTICS

Division/Branch: Public Trustee

Objective: To assist management by providing information for planning and administrative control in managing specific estates and trusts as assigned.

Content: Information on:
1. Operating level - number of estates and trusts;
2. Investment Income; by type of estate or trust under management or supervision.

Publication: Annual Report of the Attorney General.

Key Identifier: Nil

Size: 1 record per year

Mode of Storage: Paper

Retention Period: Permanent

FILE NAME: SUPREME COURT OF ONTARIO MONTHLY RETURNS OF LOCAL REGISTRARS

Division/Branch: Supreme Court of Ontario

Objective: To provide data on current and historical local court activity and for scheduling of Supreme Court circuits.

Content: Data on the volume and type of pre-trial activity, in the local offices of the Supreme Court of Ontario.

Key Identifier: Name of county and month of reporting

Size: Not available

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF THE ATTORNEY GENERALFILE NAME:SUPREME COURT OF ONTARIO
BUSINESS AT ASSIZES

Division/Branch: Supreme Court of Ontario

Objective: To provide data on work done at each sitting of the Supreme Court and for controlling the disposition of Supreme Court cases.

Content: Data regarding the work done at each jury or non-jury sitting of the Supreme Court of Ontario.

Key Identifier: Name of county and date of sitting

Size: Not available

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

FILE NAME: PYRAMID SCHEMES - PROSPECTUS

Division/Branch: Business Practices Division
Pyramid Schemes

Objective: To maintain a record of prospectuses
filed by pyramid scheme promoters.

Content: All or part of the copies of the
accepted prospectus, Part A and B.

Key Identifier: Alphabetically by company name

Size: 214

Mode of Storage: Paper file

Retention Period: 5 years

FILE NAME: ANNUAL RETURNS REPORT (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data on administrative
planning for public information.

Content: Report of returns, cancellations and
amendments of companies.

Key Identifier: Name

Size: 165,000

Mode of Storage: Paper file, computer tape and microfilm

Retention Period: Not decided

FILE NAME: CANCELLATIONS (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data for administration
and planning.

Content: Data on cancellations of companies.

Key Identifier: Name

Size: 165,000

Mode of Storage: Paper file and microfilm, computer tape

Retention Period: Not decided

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

FILE NAME: PARTNERSHIPS/PROPRIETORSHIPS
REGISTRATIONS AND DISSOLUTIONS

Division/Branch: Companies Division

Objective: To provide data on businesses for public information.

Content: Registrations and dissolutions of partnerships and proprietorships.

Key Identifier: Name

Size: 70,000

Mode of Storage: Paper file and microfilm

Retention Period: 5 years from the date of registration

FILE NAME: STATISTICAL REPORT (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data for administration and planning.

Content: Data on the number and type of corporation, place of incorporation, number of active companies and number of defaults.

Key Identifier: Name

Size: 165,000

Mode of Storage: Paper file, computer tape and microfiche

Retention Period: Not decided

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

FILE NAME: ANNUAL ONTARIO DEATH REGISTRATIONS
(STATISTICAL DATA)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to deaths of Ontario residents and visitors.

Content: Numeric statistical data relating to each death registered.

Key Identifier: Death index number

Size: 62,000

Mode of Storage: Punch card, computer tape

Retention Period: Not decided

FILE NAME: ANNUAL ONTARIO MARRIAGE REGISTRATIONS
(STATISTICAL DATA)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to marriages occurring in Ontario.

Content: Numeric statistical data relating to each marriage registered.

Key Identifier: Marriage index number

Size: 73,000

Mode of Storage: Punch card, computer tape

Retention Period: Not decided

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONSFILE NAME: ANNUAL ONTARIO BIRTH REGISTRATIONS
(STATISTICAL DATA)

Division/Branch: Office of the Registrar General

Objective: To produce statistics at the provincial and federal level relating to births occurring in Ontario.

Content: Numerical statistical data relating to each birth registered.

Key Identifier: Birth index number

Size: 126,000

Mode of Storage: Punch card, computer tape

Retention Period: Not decided

FILE NAME: NUMBER OF CREDIT UNIONS

Division/Branch: Office of the Superintendent of Insurance and Registrar of Loan and Trust Corporations, Insurance, Loan and Trust Corp., Credit Unions and Cemeteries Branch.

Objective: To provide data for administration.

Content: Data on the number and type of credit union, financial reports, examination reports, by-laws, correspondence.

Key Identifier: Name

Size: 4,000

Mode of Storage: Paper file

Retention Period: 12 years

MINISTRY OF CONSUMER & COMMERCIAL RELATIONSFILE NAME:FINANCIAL DISCLOSURE

Division/Branch: Ontario Securities Commission

Objective: To fulfill part XII of The Securities Act and related Regulations.

Content: Financial statements mailed by corporations to their shareholders including any additional information filed with the Commission.

Key Identifier: Name

Size: 2,500 reporting companies

Mode of Storage: Paper file

Retention Period: Not decided

FILE NAME:INSIDER TRADING

Division/Branch: Ontario Securities Commission

Objective: To fulfill part XI of Ontario Securities Act and Sections 148 and 149 of Ontario Business Corporations Act.

Content: Data on insider, date of transaction, month end holdings.

Key Identifier: Name

Size: 20,000 reports per annum

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

FILE NAME: MONTHLY AND ANNUAL RETURNS FROM
LAND REGISTRY OFFICES

Division/Branch: Property Rights Division

Objective: To summarize revenue and activity
statistics relating to the Land
Registry Offices.

To allow for compilation of statistical
data for present and past periods.

Content: Monthly returns since January 1970
and annual returns from Land Registry
Offices. (There are now 65 offices in
Ontario.)

Annual Returns from approximately 1964
to date for all offices and for varying
longer period for some, are retained
on file.

Key Identifier: Annual returns - filed by year or office
Monthly returns - filed by month

Size: 4,000 monthly records
Indeterminate annual records (about 2,500)

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

FILE NAME: ANNUAL REPORT OF THE REGISTRAR OF
LOAN AND TRUST CORPORATIONS

Division/Branch: Registrar of Loan and Trust Corporations

Objective: To provide a management tool.
To provide an ongoing record of information
relative to the Loan and Trust Industry.
To fulfill a requirement of the Loan and
Trust Corporations Act.

Content: Annual financial statements, statistical
tables and miscellaneous information
relative to the loan and trust industry.

Key Identifier: Type of company and name

Size: One annual report for each year since 1887

Mode of Storage: Book

Retention Period: Perpetual

FILE NAME: ANNUAL REPORT OF THE SUPERINTENDENT
OF INSURANCE ONTARIO

Division/Branch: Superintendent of Insurance

Objective: To provide a management tool.
To provide an ongoing record of
information relative to the Insurance
Industry.
To fulfill a requirement of The Insurance Act.

Content: Annual financial statements, statistical
tables and miscellaneous information
relative to the insurance industry.

Key Identifier: Type of company and name

Size: One annual report for each year since 1878

Mode of Storage: Books

Retention Period: Perpetual

MINISTRY OF CONSUMER & COMMERCIAL RELATIONSFILE NAME:PRESSURE VESSEL FILES

Division/Branch: Technical Standards Division
 Pressure Vessels Branch

Objective: To record and maintain the technical data relating to the registration of designs and welding procedures, manufacturing reports and the history of inspections for each boiler and pressure vessel manufactured for installation in the Province of Ontario in accordance with the Boilers and Pressure Vessels Act.

Content: Data on boilers and pressure vessels:

- 1) Registered designs
- 2) Registered Welding Procedures
- 3) Boiler and Pressure Vessel inspection reports

Data for 3) only are available.

Key Identifier: Canadian Registration Numbers (designs)
 Provincial Registration Numbers (welding)
 and Ontario Identification Numbers,
 which are controlled by the Branch

Size: 100,000

Mode of Storage: Paper file, punch card, computer tape

Retention Period: 1) 30 calendar years Schedule No. 47-6002-1
 2) 20 calendar years Schedule No. 47-6002-10
 3) 20 calendar years Schedule No. 47-6002-5

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME:FEE PAYERS IN SHORT PROGRAMS

Division/Branch:	College Affairs Branch
Objective:	To record monthly enrollment and courses offered by colleges and education centres in Ontario. Information available to C.A.B. and others.
Content:	Monthly enrollment of Short Programs Fee Payers in the Colleges in Ontario full and part-time.
Key Identifier:	C.A.B. #20 Short Programs
Size:	Not stated
Mode of Storage:	Paper file (cabinet)
Retention Period:	3 years minimum

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: MONTHLY REPORT ON ENROLMENT IN
APPRENTICESHIP TRAINING PROGRAMS

Division/Branch: Industrial Training Branch

Objective: To provide information as needed to
I.T.B. and others.

Content: Monthly enrolment reports for all
colleges in Ontario where apprentice
programs are available.

Key Identifier: Apprentice training, I.T.B. #1368

Size: Not stated

Mode of Storage: Paper files

Retention Period: 2 years - records from April 1974

FILE NAME: MONTHLY REPORT ON ENROLMENT IN
RETRAINING PROGRAMS

Division/Branch: Industrial Training Branch

Objective: To supply information as needed
to I.T.B. and others.

Content: Monthly enrolment reports in
retraining at the Colleges and
Training Centres in Ontario.

Key Identifier: Manpower training I.T.B. #1367

Size: Not stated

Mode of Storage: Paper files

Retention Period: 3 years - in unit

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: MANAGEMENT DEVELOPMENT PROGRAM

Division/Branch: Program Resources Branch

Objective: To record term enrolment reports and courses offered by colleges - information available to P.R.B.

Content: Term enrolment in Ontario Management Development Programs in the colleges in Ontario.

Key Identifier: O.M.D.P.

Size: Not stated

Mode of Storage: Paper files

Retention Period: 3 years minimum

FILE NAME: TRAINING IN BUSINESS AND INDUSTRY

Division/Branch: Industrial Training Branch

Objective: To record monthly enrolment and courses offered.

Content: Monthly enrolment in T.I.B.I. programs in the colleges in Ontario.

Key Identifier: T.I.B.I. enrolments I.T.B. #1369

Size: Not stated

Mode of Storage: Paper files

Retention Period: 3 years minimum

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME:

CAPITAL PROJECT SUPPORT DATA
(SPACE/COST LIBRARY)

Division/Branch:

Institutional Accounting and
Architectural Services Branch

Objective:

To provide data for comparative
cost analysis for the Colleges
of Applied Arts and Technology
and other applicable institutions.

Content:

Tender costs by element, \$/gross
square foot, \$/net square foot,
adjusted unit costs and % space
distribution.

Key Identifier:

Institution and building code

Size:

1,000

Mode of Storage:

Paper file, computer tape

Retention Period:

Permanent

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME:ALLOCATION INVENTORY DATA

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To provide space data for input to
the Capital Formula Entitlement and
Allocation Model for the universities
and other applicable institutions,
excluding the Colleges of Applied
Arts and Technology.

Content: Net assignable square footage, building
age and age/quality discount building
areas for appropriate buildings at
universities and other applicable
institutions.

Key Identifier: Institution and building code

Size: 500

Mode of Storage: Card file, computer tape

Retention Period: Permanent

FILE NAME:I.S.F. (INDIVIDUAL SPECIFIC FILE)
INVENTORY DATA

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To provide space data for input to
the Campus Model for planning
purposes for the Colleges of Applied
Arts and Technology.

Content: Square footage for appropriate buildings
at the colleges and room by room account
with number of student stations.

Key Identifier: Project, facility, campus, building code

Size: 300

Mode of Storage: Card file, computer tape

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: ONTARIO UNIVERSITIES PHYSICAL
RESOURCES SURVEY

Division/Branch: Institutional Accounting and
Architectural Services Branch

Objective: To record and assess use of physical
resources.

Content: 1. Physical resources inventory of
universities
2. Staff roster and staff location
data
3. Class meeting schedule data
4. Graduate student location data
5. Building characteristics
6. Building area data, gross square
footage, net square footage
7. Room characteristics
8. Dining station use patterns
9. Reader space use data
10. Land resources inventory

Key Identifier: University code, building code,
room code, etc.

Size: Not available

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: SPACE FACTOR DATA - STUDENTS

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide data for comparative space use analysis.

Content: Data on the net assignable square feet:

(a) by space type/student contact hour
(b) by space type/user

Information on hours/week of use, % station occupancy, program and level parameters.

Key Identifier: Space use type

Size: 200

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: TOTAL REVENUE AND EXPENSES FOR PROVINCIALY-ASSISTED UNIVERSITIES

Division/Branch: Institutional Accounting and Architectural Services Branch

Objective: To provide comparative financial information concerning the operations of provincially-assisted universities.

Content: Operating statements in a standardized format plus consolidations and analyses.

Key Identifier: By university

Size: Bound book published once per year - 100 pages

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIES

FILE NAME: O.C.I.S. (ONTARIO COLLEGE INFORMATION SYSTEM) STAFF

Division/Branch: Information Resources Branch

Objective: To provide background and salary information on staff employed by the Colleges of Applied Arts and Technology.

Content: Social, academic and prior experience information on all staff members by employment categories.

Key Identifier: O.C.I.S. SF

Size: 10,000

Mode of Storage: Computer tape

Retention Period: Permanent

FILE NAME: O.C.I.S. (ONTARIO COLLEGE INFORMATION SYSTEM) STUDENTS

Division/Branch: Information Resources Branch

Objective: To provide background and program information on full-time post-secondary students enrolled in the Colleges of Applied Arts and Technology.

Content: Social and academic background information, program enrolments, graduation and withdrawal information.

Key Identifier: O.C.I.S. ST

Size: 50,000

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF COLLEGES AND UNIVERSITIESFILE NAME:PART TIME COLLEGE OF APPLIED ARTS
AND TECHNOLOGY STUDENTS

Division/Branch: Information Resources Branch

Objective: To provide data to the Council
of Regents.Content: Specific statistical information
on CAAT Part-time.

Key Identifier: None

Size: 20,000 - 25,000 individual student
records per year

Mode of Storage: Tape

Retention Period: Permanent

FILE NAME:UNIVERSITY ENROLMENT DATA UAR SYSTEM

Division/Branch: Information Resources Branch

Objective: To provide data to determine the basic
income units for paying out grants to
universities and statistical data on
enrolments.Content: Information on the actual enrolment at
each university by (formula) program
and academic level.

Key Identifier: None

Size: Not applicable

Mode of Storage: Paper file, punch card

Retention Period: Not determined

MINISTRY OF EDUCATIONFILE NAME:ANNUAL FINANCIAL STATEMENTS AND
SCHEDULES

Division/Branch: School Business and Finance Branch
Grants Services Section

Objective: To provide data -

- a) for estimating and verifying board expenditures and calculating provincial grants to school boards.
- b) for reports to Treasury and Economics.
- c) for estimates of capital needs.
- d) for planning and forecasting, in part, by computer simulation.

Content: School board annual Financial Statements, Schedules and other related data.

Aggregate data published annually in "Education Statistics - Ontario".

Key Identifier: MIDENT

Size: Approximately 220 boards

Mode of Storage: Paper file, computer tape

Retention Period: To be decided

MINISTRY OF EDUCATIONFILE NAME:APPROVAL FOR EXPERIMENTAL COURSES
(FORM ME215A)

Division/Branch:

Curriculum Branch

Objective:

Operational record used to analyze provincial educational trends; also serves as proof to the ministry that certain courses have been approved for use in local schools; also used to validate credits for diploma purposes.

Content:

Originals and copies of correspondence involving the Regional Directors, School Boards and the Branch, relating to the submission of courses developed by teachers for approval. Attached to the requests for approval are detailed course outlines. Ministry support work such as reports and recommendations by Education Officers may also be included.

Aggregate data available.

Key Identifier:

Alpha by school board

Size:

Correspondence with 220 boards

Mode of Storage:

Paper file

Retention Period:

9 years

MINISTRY OF EDUCATIONFILE NAME:"CIRCULAR 15: CANADIAN CURRICULUM
MATERIALS"

Division/Branch:

Curriculum Branch

Objective:

To provide Ontario teachers with a guide to learning material of Canadian authorship and manufacture.

Content:

File describes books, films and other educational media in the following manner:

- title, author(s), edition, publisher and date
- type (book, film, film loop, etc.)
- size (book, number of pages, 16mm, running time, whether black and white or colour)

Key Identifier:

Cross indexed by title, author, publisher, date and by subject matter

Size:

Over 5,000 entries

Mode of Storage:

Computer tape and occasional publication

Retention Period:

Not stated

MINISTRY OF EDUCATION

FILE NAME:

LEGISLATIVE GRANT APPROVALS FOR
SCHOOL CONSTRUCTION

Division/Branch:	School Business and Finance Branch Architectural Services Section
Objective:	To provide data with respect to school building projects approved for grant purposes. To provide data to Ontario Municipal Board and the Ontario Fire Marshal.
Content:	Data on tentative approval cost and applicable grants, pupil loading, net functional floor area, accommodation units, sketch plans, working drawings, description of space, allocation to general or vocational education and cost of furniture and equipment. Aggregate published annually in the text of the Report of the Minister of Education.
Key Identifier:	Name of school and board and project number
Size:	Approximately 2500 elementary schools and 550 secondary schools
Mode of Storage:	Paper file
Retention Period:	Life of Building plus three years

MINISTRY OF EDUCATIONFILE NAME:MASTER IDENTIFICATION FILE MIDENT

Division/Branch:

Education Data Processing Branch
Systems Development

Objective:

Designed for control of and access to major fields of education data in Ontario by co-ordinating all computer reference to schools and boards. (Some of the major users are Regional Offices, School Business and Finance, Information Systems and Records and the Education Data Processing Branches. The latter uses it for its data processing services to school boards).

Provides address file and circulation list for Ministries, under the responsibility of Management Services Branch.

To provide a means of identification which is an inter-related numbering system for units of public and private elementary and secondary education in Ontario.

Provides the means by which data from major forms can be systematically aggregated and disaggregated.

Content:

Descriptive information such as type of school, type of board and type of municipality.

The educational levels in a hierarchy include Region, County, Municipality, Board, School and Unit of School.

Key Identifier:

Not available

Size:

Approximately 9 regions, 50 counties, 800 municipalities, 200 boards, 5,200 schools

Mode of Storage:

Computer disk

Retention Period:

Retained from 1966

MINISTRY OF EDUCATIONFILE NAME:SCHOOL ACCOMMODATION INVENTORY

Division/Branch: School Business and Finance Branch
Architectural Services Section

Objective: To identify the accommodation
in each school in Ontario.

Content: A description of all eligible
spaces used for instructional purposes
within a school.

Key Identifier: MIDENT

Size: All elementary and secondary schools
in Ontario (approximately 4,500
in number)

Mode of Storage: Computer tape

Retention Period: Life of building plus three years

FILE NAME:STUDENT FILES
CORRESPONDENCE EDUCATION BRANCH

Division/Branch: Program Division
Correspondence Education Branch

Objective: Maintain record of students' activities
with Correspondence Education.

Content: Transcripts, correspondence, application
forms, statements of completion.

Aggregate published annually in
Education Statistics - Ontario

Key Identifier: Alphabetical by student name

Size: 250,000

Mode of Storage: Paper file

Retention Period: 3 years following separation of
student from program

MINISTRY OF THE ENVIRONMENTFILE NAME:UTILITY DESCRIPTOR FILE

Division/Branch:	Pollution Control Branch
Objective:	To provide information on water and sewage plants with respect to identification, locations and prime characteristics.
Content:	Works identification and name, location codes, types and capacities.
Key Identifier:	Works number
Size:	1,000
Mode of Storage:	Computer tape and disc
Retention Period:	Permanent

MINISTRY OF THE ENVIRONMENTFILE NAME: "ENFORCEMENT - ONTARIO WATER RESOURCES ACT"

Division/Branch: Legal Services Branch

Objective: To provide data to answer inquiries.
To assess workloads of legal offices.

Content: Enforcement action taken under the
Ontario Water Resources Act including
prosecutions and administrative orders.

Key Identifier: Name of company or individuals, number
of convictions, date of administration

Size: 50 per annum

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME: LICENSED PESTICIDES EXTERMINATORS

Division/Branch: Pollution Control Branch
Pesticides Control Section

Objective: To provide information on all licensed
pesticides exterminators in the
Province of Ontario.

To provide data for investigations regard-
ing complaints received from the public.

To control the use of pesticides by
licensed personnel.

Content: Information on all licensed operators
and exterminators in the Province of Ontario.

Key Identifier: Different colour of cards for different
classes of licenses

Size: Not available

Mode of Storage: Card wheel - double, computer tape

Retention Period: Permanent

MINISTRY OF THE ENVIRONMENT

FILE NAME: LICENSED PESTICIDE VENDORS

Division/Branch: Pollution Control Branch
Pesticides Control Section

Objective: To provide information on all licensed
Pesticide Vendors in the Province of
Ontario.

Content: Information on all licensed Pesticide
Vendors in the Province of Ontario.

Key Identifier: Covering letter in numerical and
alphabetical sequence

Size: Not available

Mode of Storage: Binders, computer tape

Retention Period: Permanent

FILE NAME: POISON CONTROL INFORMATION (ELECTRONIC
FILE SYSTEM

Division/Branch: Pollution Control Branch
Pesticides Control Section

Objective: To provide data for use in emergency
situations, illness or death caused
by accidental treatment.

To provide data for preventive treatment.

Content: Information on chemical composition,
toxicity, first aid and antidotes.

Key Identifier: Generic, chemical or common name
(filed alphabetically)

Size: Not stated

Mode of Storage: Card system

Retention Period: Not determined

MINISTRY OF THE ENVIRONMENTFILE NAME: DAILY FLOWS - RIVERS AND STREAMS IN ONTARIO

Division/Branch: Water Resources Branch

Objective: To provide data for water quantity evaluation.

Content: Data on flow values for rivers and streams in Ontario.

Key Identifier: Station number

Size: 40,000

Mode of Storage: Computer tape

Retention Period: Permanent

FILE NAME: HYDROLOGIC DATA MASTER FILE

Division/Branch: Water Resources Branch

Objective: To record hydrologic parameter data for such parameters as snowfall, rainfall, evaporation, streamflow, etc.

Content:

- hydrologic station identification number
- time of recording
- parameter code
- parameter value
- etc.

Key Identifier: Station number

Size: 30,000

Mode of Storage: Computer

Retention Period: Permanent

MINISTRY OF THE ENVIRONMENTFILE NAME:EQUIPMENT MAINTENANCE

Division/Branch: Technical Services Branch

Objective: To provide data for an inventory and evaluation of equipment.

Content: Data on the description of equipment, time and materials used in repairs.

Key Identifier: None

Size: 2,000

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME:WATER QUALITY SAMPLE MASTER FILE

Division/Branch: Water Resources Branch

Objective: To provide analyses of water samples as part of the Ministry's water management program.

Content: Records with identification, location, time, parameters tested and result data for water samples from lakes and rivers.

Available in reports of the Water Resources Branch.

Key Identifier: Time, location, agency sampling

Size: 150,000

Mode of Storage: Paper file, computer tape

Retention Period: Permanent

FILE NAME:WATER WELL DRILLERS

Division/Branch: Water Resources Branch

Objective: To provide names and addresses of water well drillers corresponding to numeric codes.

Content: Driller code, name and address

Key Identifier: Driller code

Size: 3,000

Mode of Storage: Computer tape and disc

Retention Period: Permanent

MINISTRY OF THE ENVIRONMENT

<u>FILE NAME:</u>	<u>WATER WELL MUNICIPAL FILE</u>
Division/Branch:	Water Resources Branch
Objective:	To provide names of municipalities corresponding to municipal codes.
Content:	Municipal code, municipal name and classification, county name.
Key Identifier:	Municipal code
Size:	1,500
Mode of Storage:	Computer tape and disc
Retention Period:	Permanent

<u>FILE NAME:</u>	<u>WELL RECORD (WATER)</u>
Division/Branch:	Water Resources Branch
Objective:	To provide data on the location, extent and yield of water-bearing formations in Ontario.
Content:	Records of all water wells drilled by drilling contractors in Ontario since 1947, indicating location of well, ownership, depth, information encountered during drilling, construction data screen, casings used, etc. Catalogues are now published and distributed.
Key Identifier:	Five-digit municipal code for location of well
Size:	200,000 records to the end of 1975; increase annually by 10,000
Mode of Storage:	Paper file, punch card, computer tape
Retention Period:	Permanent

MINISTRY OF GOVERNMENT SERVICES

FILE NAME: GOVERNMENT PARKING INVENTORY
JANUARY 1975

Division/Branch: Planning and Research

Objective: To review and administer parking policy.

Content: An inventory of all government parking facilities, both leased and owned in the 28 largest Ontario municipalities as categorized by indoor/outdoor stalls and user ministry.

Commercial parking market information as of fall 1976 is also available.

Key Identifier: Municipality, civic address, ministry

Size: 600

Mode of Storage: Index cards - possibly tape in future

Retention Period: Perpetual

FILE NAME: GOVERNMENT PARKING INVENTORY - UPDATED
PARKING ZONE MAPS - FALL 1976

Division/Branch: Planning and Research

Objective: Attachment to government parking inventory.

Content: Parking zone maps which indicate Ontario Government facilities with and without parking in the central, intermediate and peripheral zones of the major Ontario municipalities.

Key Identifier: Municipality, zone

Size: 6 pages - 2 sides per page

Mode of Storage: Mylars

Retention Period: Perpetual

MINISTRY OF HEALTHFILE NAME:VARIOUS AD HOC RESEARCH SURVEY

Division/Branch: Addiction Research Foundation
Research Division

Objective: To provide data for epidemiological research designed to map the extent, quantity, frequency, mode and consequences of the use of alcohol and other psychoactive drugs in Ontario.

Content: Surveys on:

- 1) Alcoholism prevalence
- 2) Chronic drunkenness
- 3) Alcohol buying habits
- 4) Alcohol and traffic accidents
- 5) Medical prescription drugs
- 6) Non-medical drug use by secondary school students
- 7) Mortality of alcoholics

Where data base is a medical record the usual rule of confidentiality applies.

Key Identifier: Project, name or characteristic

Size: Average about 6,000

Mode of Storage: Paper file, punch card, computer tape, photocopy

Retention Period: Permanent

FILE NAME:ONTARIO DENTAL HEALTH INDEX

Division/Branch: Community Health Division

Objective: To provide dental health indices.
To determine the need for dental treatment.
To evaluate public health preventive dental programs.
To determine the caries attack rates.

Content: Dental health records of a random sample of Ontario Elementary School children.

Key Identifier: None

Size: Not stated

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF HEALTHFILE NAME: C.N.R. DENTAL CAR AND FOUR ROAD VEHICLES

Division/Branch: Community Health Division
Community Health Protection Branch
(Northern Ontario Public Health Services)

Objective: To provide data to compile annual reports.

Content: A report of dental treatment provided
for school children in remote northern
areas.

Key Identifier: None

Size: 2

Mode of Storage: Paper file

Retention Period: 2 years

FILE NAME: COMMUNICABLE DISEASES

Division/Branch: Community Health Division
Community Health Protection Branch

Objective: To study incidence and prevalence of
any communicable disease.

Content: Records of all cases of some 20 communicable
diseases including typhoid, rabies,
whooping cough, leprosy, etc.

Key Identifier: Names of cases of each disease

Size: 100,000

Mode of Storage: Paper file

Retention Period: 15 years

MINISTRY OF HEALTHFILE NAME:ANNUAL REPORTS - LOCAL HEALTH UNITS

Division/Branch: Community Health Division
Community Health Protection Branch

Objective: To provide data to monitor activities
of local health units.

Content: Statistics on local health unit's activities
including services provided and incidence
of disease.

Key Identifier: District name and year

Size: 43

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:PUBLIC HEALTH NURSING - ANNUAL REPORTS

Division/Branch: Community Health Division
Community Health Protection Branch
Northern Ontario Public Health Service

Objective: To obtain information on the amount of
service given.

To identify areas where more services
are required.

Content: The annual reports of public health
nursing.

Key Identifier: None

Size: Not stated

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF HEALTH

FILE NAME: ANNUAL RETURN OF HEALTH CARE FACILITIES -
HOSPITALS - PART ONE

Division/Branch: Information System Division
Data Development and Evaluation Branch

Objective: To produce the annual statistical publication
Hospital Statistics - Public, Private and
Federal Hospitals.

To provide data for special studies and
planning purposes.

Content: Data on hospital utilization and personnel.

Key Identifier: Location and name of hospital or its
code number

Size: 300 per year

Mode of Storage: Paper file, computer tape, microfilm

Retention Period: Permanent

FILE NAME: PUBLIC HEALTH MASTER

Division/Branch: Information System Division
Systems Management and Co-ordination Branch

Objective: To provide an information system.

To provide effective inspection scheduling
for various public health establishments.

Content: Health unit, area number, establishment
number, name and address, date of last
recorded and last scheduled inspection,
date of next scheduled inspection,
inspection status by type of deficiency.

Key Identifier: Health unit, area and establishment

Size: 35,000 establishments

Mode of Storage: Disk

Retention Period: Permanent

MINISTRY OF HEALTHFILE NAME: AMBULANCE ACT AND REGULATIONS, VEHICLES

Division/Branch: Direct Services Division
Ambulance Services Branch

Objective: To maintain a control of all ambulance services through background material.

Content: Ambulance act 1968 Amendments 1971 Regulations.

Ambulance Act and Regulations - Amendments (Draft).

Vehicle Registration, Insurance Certificate basic cost and equipment for each vehicle.

Distribution of Ambulance Vehicles in Ontario.

Ambulance Manpower Planning Reports.

Key Identifier: Name and file number, A.S.B. vehicle number

Mode of Storage: Paper file

Retention Period: As per Records Services Branch and Statute requirements.

FILE NAME: STATISTICAL RECORDS - LABORATORY

Division/Branch: Direct Services Division
Laboratory Services Branch

Objective: To assess trends in workload as an aid in planning future requirements; to provide data for annual reports; to provide data for comparisons of cost per year.

Content: Analysis of the types of specimens, number of DBS units scored by month and by laboratory when applicable.

Key Identifier: Year and laboratory

Size: 28

Mode of Storage: Paper file

Retention Period: Monthly data - 2 years
Yearly data - permanent

MINISTRY OF HEALTHFILE NAME:AMBULANCE CALL REPORTS
OASIS "A" AND "D" FILES

Division/Branch: Information System Division, Ontario
Ambulance Service, Information System (OASIS)

Objective: To provide data to monitor the casualty care rendered by Ontario ambulance fleet including the analysis of the time, space allocation (labour and capital), casualty care training requirements, communication, cost and casualty care rendered variables of the ambulance system.

Content: Aggregate data on the time, space, patient observations, casualty care rendered, weather, road conditions, etc. for every ambulance call.

Key Identifier: Call number, dispatch centre for "D",
Call number, service for "A"

Size: "D" file 550,000
"A" file 550,000

Mode of Storage: Multiple paper file, computer tape

Retention Period: Permanent for tape file (currently)
A documents - 20 years (currently)
D documents - 6 years (currently)

FILE NAME:INSPECTION OF INSTALLED MEDICAL X-RAY UNITS

Division/Branch: Assistant Deputy Minister, Institutional
Health Services, Inspection Branch
X-Ray Inspection Services

Objective: To check if all medical and paramedical x-ray units comply with regulations in Ontario Regulation 721.

To keep a record of all medical x-ray owners in the province by process of registration for safety inspection and use.

To provide statistics on how many medical x-ray owners are in the province and in what area they are used, both geographically with occupationally.

Content: Information pertaining to the inspection of installed medical x-ray units.

Information and correspondence re: installations of x-ray units, overdose of radiation exposure and other related matter.

Aggregate data available.

Key Identifier: Registration number

Size: 4,000

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF HEALTHFILE NAME:ROOM MEASUREMENT RECORDS

Division/Branch: Institutional Division
Institutional Planning Branch

Objective: To provide data to establish official ratings of the hospitals (these ratings are used in annual publications).

To provide data for the annual statistical documents and for investigating complaints received about charges made for private and semi-private rooms.

Content: Data for each public hospital listing all patient rooms, showing classification of service, i.e. surgical, medical, obstetrics, etc., also dimensions of room, net floor area, number of beds, whether private, semi-private or standard and the ministry's official rating.

Key Identifier: Alphabetical by location

Size: 235

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: DOING BUSINESS IN ONTARIO, CANADA

Division/Branch: Economic Analysis and Research Branch

Objective: To provide data for guidance of potential industrial investors.

Content: Data on: business climate; business organization; labour; taxes; Canadian Custom Duties; government assistance to industry; general information.

Key Identifier: N/A

Size: N/A

Mode of Storage: Printed form available for distribution

Retention Period: Perpetual

FILE NAME: PROFILES OF ONTARIO MUNICIPALITIES

Division/Branch: Industry Branch

Objective: To provide community data for industrial location studies.

Content: Data from industrial surveys.

Key Identifier: N/A

Size: N/A

Mode of Storage: Paper file

Retention Period: Nil

FILE NAME: A COMPILATION OF ABSTRACTS OF RESEARCH REPORTS (2 VOLUMES)

Division/Branch: Tourism Research Branch

Objective: To provide data on tourism in Ontario.

Content: Short studies, analyses and reports on various regions, recreations and tourism travel in Ontario.

Key Identifier: N/A

Size: N/A

Mode of Storage: N/A

Retention Period: Not determined

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: ONTARIO RECREATION SURVEY '73 - '74

Division/Branch: Tourism Research Branch

Objective: To provide tourism and recreation demand and participation data for residents of Ontario for input to Ministry programs.

Content: Data on activity participation, recreation trips, free time use, activity and trip preference and demographics.

Key Identifier: Interview number, record number

Size: (10,232 x 26) 80-byte records

Mode of Storage: Magnetic tape

Retention Period: Not determined

FILE NAME: TOURISM STATISTICAL HANDBOOK, 1975

Division/Branch: Tourism Research Branch

Objective: To provide annual statistics for key tourism indicators.

Content: Information on visitor expenditure, travel habits, characteristics; provincial park and historic site attendance; supply, demand and employment in selected sectors of the tourist industry; seasonal residences; selected items pertaining to recreational activities; and expenditures on tourist promotion.

Key Identifier: Not available

Size: Not available

Mode of Storage: Not available

Retention Period: Not determined

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: TRAVEL INFORMATION CENTRE -
EVALUATION SURVEY

Division/Branch: Tourism Research Branch

Objective: To determine the information requested at the centre, that which was not obtainable and an evaluation of the service provided by the travel counsellors.

Content: Origin of visitor, information centres visited, information requested, level of service provided.

Key Identifier: Questionnaire number

Size: 6,654 x 1) 80-byte records

Mode of Storage: Computer card

Retention Period: Not determined

FILE NAME: TRAVEL INFORMATION CENTRE -
VISITOR SURVEY

Division/Branch: Tourism Research Branch

Objective: To determine the travel patterns and interests of people using the travel information centres operated by the Ministry of Industry and Tourism and the Ontario Travel Associations.

Content: Origin and destination of visitor, information received and not received, length of stay, accommodation, interest in area.

Key Identifier: Interview number

Size: (16,000 x 1) 80-byte records

Mode of Storage: Magnetic tape

Retention Period: Not determined

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: TRAVEL SURVEY OF ONTARIO HOUSEHOLDS, 1976

Division/Branch: Tourism Research Branch

Objective: To provide domestic tourism data on the travel expenditures and travel patterns of Ontario residents.

Content: Data on number and type of person-trips, length of stay, mode of transportation, accommodation, expenditures and demographics.

Key Identifier: Interview number

Size: (1,350 x 12 x 5) 80-byte records

Mode of Storage: Computer cards and magnetic tape

Retention Period: Not determined

FILE NAME: ONTARIO EXPORTS BY COUNTRIES AND COMMODITIES 1976

Division/Branch: Economic Analysis and Research Branch

Objective: To review Ontario exports performance.

Content: Description of Ontario export trade to principle market areas and by major commodity groups.

Key Identifier: Year

Size: 200

Mode of Storage: Publication

Retention Period: Updated annually

MINISTRY OF INDUSTRY AND TOURISM

FILE NAME: ONTARIO IN STATISTICS 1977

Division/Branch: Economic Analysis and Research Branch

Objective: To provide brief summary of the economy and trade of Ontario in brochure form.

Content: Data on Ontario's economy and trade:

- Population
- Labour Force
- Gross Provincial Product
- Agricultural Production
- Mineral Production
- Manufacturing Production
- Construction
- Exports

Key Identifier: Year

Size: Several thousand

Mode of Storage: Publication

Retention Period: Until updated

MINISTRY OF INDUSTRY AND TOURISM

<u>FILE NAME:</u>	<u>U.S. AUTO EXIT SURVEY '73 - '74</u>
Division/Branch:	Tourism Research Branch
Objective:	To provide data on U.S. visitors to Ontario by automobile.
Content:	Data on activity participation, reason for trip, length of stay, accommodation, expenditures and demographics.
Key Identifier:	Interview number
Size:	(8,700 x 9) 80-byte records
Mode of Storage:	Magnetic tape
Retention Period:	Not determined

MINISTRY OF INDUSTRY AND TOURISMFILE NAME:FOREIGN MARKET PROFILES

Division/Branch: Economic Analysis and Research Branch

Objective: To provide research on foreign markets;
studies available in 1976 on following
countries:

Algeria	India	Senegal
Argentina	Indonesia	Sierra Leone
Australia	Iran	South Africa
Austria	Iraq	South Korea
Bangladesh	Ivory Coast	Spain
Belgium-Luxem.	Italy	Singapore
Brazil	Japan	Sweden
Bulgaria	Kenya	Switzerland
China	Kuwait	Saudi Arabia
Colombia	Liberia	Sudan
Costa Rica	Libya	Syria
Cuba	Malawi	Taiwan
Czechoslovakia	Malaysia	Tanzania
Dom. Rep.	Mexico	Trin. & Tobago
East Germany	Morocco	Thailand
Ecuador	Netherlands	Tunisia
El Salvador	New Zealand	Turkey
Egypt	Nicaragua	United Arab Emirates
Finland	Nigeria	United Kingdom
France	Norway	Uruguay
Ghana	Panama	U.S.S.R.
Greece	Paraguay	Venezuela
Guatemala	Peru	West Germany
Hong Kong	Philippines	Yugoslavia
Honduras	Portugal	Zaire
Hungary	Romania	

Content: Economic background including structure of the economy, foreign trade, Canadian trade, economic and trade policy, Ontario domestic exports, Canadian domestic exports and Canadian imports and opportunity for Ontario exports.

Key Identifier: Country

Size: 1 master copy per country

Mode of Storage: Not stated

Retention Period: Until updated

MINISTRY OF LABOURFILE NAME:COLLECTIVE BARGAINING AGREEMENTS
IN ONTARIO

Division/Branch:

Research Branch

Objective:

To file Ontario collective agreements and use them as an information and research resource. In addition to the collective agreement library, the Research Branch has developed a computer data bank which contains coded information pertaining to Ontario Collective Agreements.

Content:

A large portion of the information in each Ontario collective agreement is coded for use within the CBA computer system. For each agreement coded, two types of data sets are available: CBA "identification data" & CBA "substantive provisions data". The identification data are data not related to the content of the agreement but important for purposes of classification of agreements. The substantive provisions data are data which refer to the written agreement clauses which were bargained.

Agreements dating from 1962 are on the file in the Library. Since 1975, bargaining information series have been published by the Research Branch, Ministry of Labour, for most commonly negotiable provisions e.g. cost-of-living provisions, paid vacation and paid holidays etc. are available.

Key Identifier:

SIC code, employer name, expiring date, etc.

Size:

7,000 agreements

Mode of Storage:

Paper file, computer tape for the file, printouts, and publications.

Retention Period:

Permanently for paper file.
Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOUR

FILE NAME:

COLLECTIVE BARGAINING SETTLEMENTS
IN ONTARIO

Division/Branch:

Research Branch

Objective:

To provide summaries of collectively bargained settlements in Ontario industries.

Content:

Description of changes in wages, fringe benefits and working conditions in recently negotiated settlements covering 200 employees and over.

Data are available since 1969.

Monthly settlement report, namely, "Collective Bargaining Settlements and Negotiations in Ontario" is prepared and published jointly by the Canada Department of Labour and the Ontario Ministry of Labour.

Key Identifier:

Industry, employer, union and location

Size:

500-600 settlements per year

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF LABOURFILE NAME:WAGE DEVELOPMENTS IN COLLECTIVE
BARGAINING SETTLEMENTS IN ONTARIO

Division/Branch:

Research Branch

Objective:

To provide information on a quarterly basis of changes in base wage rates established by collective bargaining settlements.

Content:

Statistical descriptions of changes in base wages established by collective bargaining settlements covering 200 employees or more. Data include number of employees affected by settlements, year-by-year and average annual per cent and cents per hour increases for all agreements, also separately for those with and without cost-of-living clauses.

Results are published quarterly by Research Branch in tabular form "Wage Developments in Collective Bargaining Settlements in Ontario".

Data are available since 1971.

Key Identifier:

Industry and term of agreement

Size:

500-600 settlements per year

Mode of Storage:

Computer tapes and printouts

Retention Period:

Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOUR

FILE NAME:

COLLECTIVE BARGAINING REPRESENTATION
APPLICATIONS MADE UNDER THE LABOUR
RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the OLRB in dealing with applications for collective bargaining representation to show the Board's workload stages of processing and method of disposition.

Content: A record of the Unions, employees and employers making applications for certifications as collective bargaining agents, termination of bargaining rights, declarations of successor status of unions or employers, and applications for accreditation of employer organizations in the construction industry; number of employees and types of bargaining unit involved.

Data are available since 1944.

Aggregates & public documents are available

Key Identifier: Name of applicant and respondent; numerical code with letter "R"

Size: 1,500 records per year

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOUR

FILE NAME: UNFAIR LABOUR PRACTICES UNDER
LABOUR RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the OLRB, that is: workload, type of disposition, various stages of processing of applications.

Content: A record of union, employees or employers making application for consent to prosecute, for declaration of unlawful strike or lock-out, and filing complaints of discrimination in employment or breach of duty of fair representation by union. Data are available since 1944. Published in Board's monthly report and annual report of Ministry of Labour.

Key Identifier: Name of applicant and respondent.

Size: 300 per fiscal year

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOUR

FILE NAME: MISCELLANEOUS APPLICATIONS AND
COMPLAINTS UNDER THE LABOUR
RELATIONS ACT

Division/Branch: Research Branch

Objective: To compile statistical data on the activities of the OLRB, that is its workload, type of disposition, various stages of processing applications.

Content: A record of complaints and applications brought before the Ontario Labour Relations Board excluding representation and unfair labour practices applications. Data are available since 1944. Published in Board's monthly report and annual report of Ministry of Labour.

Key Identifier: Name of applicant and respondent, location.

Size: 70 per fiscal year

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:CONCILIATION AND MEDIATION SERVICES
LABOUR RELATIONS ACT

Division/Branch:

Research Branch

Objective:

To compile statistical data on the activities of the Conciliation Services Branch in dealing with collective bargaining disputes, to show the Branch's workload, and method of disposition.

Content:

A record of the unions and employers making application for conciliation and mediation services; status of the agreements; and work stoppages.

Data are available since 1944.

Key Identifier:

Name and location of employer and union

Size:

2,000 records per year

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF LABOUR

FILE NAME:

STRIKES AND LOCKOUTS IN ONTARIO

Division/Branch:

Research Branch

Objective:

To provide data on the extent of work stoppages in the settlement of labour disputes under Ontario jurisdiction.

Content:

Individual work stoppage by industry, employer name, location, union name, number of workers involved, duration of the strike, man-days lost, and the status of the agreement.

Data are available since 1958.

Key Identifier:

Employer name, union and starting date of work stoppages

Size:

200-300 strikes per year

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF LABOURFILE NAME:CERTIFICATION & STATUS OF BARGAINING
UNITS (FISCAL YEARS OF 1970-71 TO 1972-73)

Division/Branch:

Research Branch

Objective:

1. To provide information on applications for certification with respect to type of disposition, the use of examiners and votes, petitions, hearings, the time taken to process applications, etc.
2. To provide information on certified bargaining units as to whether or not a first agreement was achieved, the state of negotiations at which an agreement was achieved, and if no agreement was achieved, the reasons for not achieving first agreement.

Content:

1. 2,007 non-construction applications for certification in the three fiscal years of 1970-71 to 1972-73. They are distributed by Union, Industry, Bargaining Unit Size and type of disposition.
2. 1,336 certified bargaining units by union, industry, bargaining unit size and whether or not a first agreement was achieved.

Aggregates are available

Key Identifier:

O.L.R.B. numbers

Size:

2,007 non-construction applications
for certification
1,336 certified bargaining units

Mode of Storage:

Computer printouts

Retention Period:

Permanent

MINISTRY OF LABOURFILE NAME:UNION MEMBERSHIP IN ONTARIO

Division/Branch:

Research Branch

Objective:

To present information on the extent and growth of union membership in Ontario. The main data source is CALURA statistics from Statistics Canada.

Content:

Membership of each union by: sex, industry and CMC area; each industry's union membership by location; and each CMC area's union membership by industry composition. Annual changes in union membership by industry and location. CALURA data are available from 1971 to 1975. Aggregate data on union membership in Ontario are available since 1958.

Key Identifier:

Union, SIC, and CMC codes

Size:

Not stated

Mode of Storage:

Paper file, computer printout and tapes

Retention Period:

Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOURFILE NAME:

WAGES, HOURS OF WORK AND OVERTIME PAY
PROVISIONS IN SELECTED INDUSTRIES,
1971-1975 (WAGE)

Division/Branch: Research Branch

Objective: To generate information for a review of Ontario's employment standards programme, an assessment of requirements to improve the existing labour legislation, and an estimation of the need to introduce new standards.

Content: Establishment information on length of pay period, employment and overtime pay provisions. Non-supervisory employee information on sex, office or non-office, standard hours of work per week, actual hours of work per pay period and wages. Published annually 1972-1974 by Research Branch, Ministry of Labour in monograph under same title.

Aggregated and public document for 1971-1974 and aggregated computer printouts for 1975 are available.

Key Identifier: Establishment sequence number

Size: 1971 - 7,048 establishments
1972 - 6,230 establishments
1973 - 8,300 establishments
1974 - 3,700 establishments
1975 - 4,554 establishments

Mode of Storage: Computer tape for the file,
printout and publication

Retention Period: Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOUR

FILE NAME:

CHARACTERISTICS OF LOW-WAGE WORKERS
IN ONTARIO (SURVEY OF REGISTRANTS
OF CANADA MANPOWER CENTRE)

Division/Branch:

Research Branch

Objective:

To identify the characteristics of low-wage workers. To aid the Ministry of Labour in designing more effective employment standards legislation, particularly in the area of minimum wages.

Content:

The data on over twenty-five items including sex, age, marital status, language, industry, occupation, education, etc. Extracted from registration forms in thirty-five Canada Manpower Centres in Ontario.

Published by Research Branch,
Ministry of Labour, in monograph
under same title, 1974.

Key Identifier:

Individual sequence number

Size:

68,490 workers

Mode of Storage:

Computer tape for the file
plus publication

Retention Period:

Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOURFILE NAME:

EMPLOYMENT PATTERNS OF FAMILIES OF
LOW-WAGE WORKERS (Survey of Low-wage
Workers in Selected Industries, 1974)

Division/Branch: Research Branch

Objective: To provide additional information on characteristics of low-wage workers. This information is needed because the survey of registrants of CMCs has two major limitations:-

- i) we do not know whether CMC registrants are representative of all low-wage workers. Since most of the CMC registrants are unemployed, this survey may be slightly biased toward the low-wage workers who have higher turnover.
- ii) from the registration forms, it is not always possible to determine whether the registrant is a secondary wage earner.

Content: Data on marital status, age, sex, hours per week, no. of children under 18 years, spouse employment status.

Aggregate data available.

Key Identifier: Low wage workers

Size: 2,593 workers

Mode of Storage: Computer tape for the file
and printouts

Retention Period: Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOUR

FILE NAME: SURVEY OF INDUSTRY - SPONSORED TRAINING
PROGRAMMES IN ONTARIO

Division/Branch: Research Branch

Objective: To provide data to define the role
of government in training

To provide data on the volume and
type of training

Content: Publication:

Published by the Research Branch,
Ministry of Labour, in monograph
under "Industry - Sponsored Training
Programmes in Ontario, August, 1968 -
July, 1969", 1973.

Key Identifier: S.I.C. and area code

Size: 7,000 establishments

Mode of Storage: Publication

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:

THE SHORT-RUN IMPACT OF THE THIRTY
CENT REVISION IN ONTARIO'S MINIMUM
WAGE ON FIVE INDUSTRIES

Division/Branch:

Research Branch

Objective:

To obtain a better understanding of the effects of Ontario's minimum wage programme, a special study has been undertaken of the impact on selected industries in Ontario of the revision in the Province's minimum wage from \$1.00 to \$1.30. This increase became effective in January 1969. The overall study is based on information collected for three time periods - immediately before the thirty cent increase, immediately after, and a third point in time approximately twelve months after the revision. This report is based on data for the first two points in time.

Content:

An examination of the employees directly affected by the revision and the consequent effect on wage structure. Also, the related changes in average hourly earnings are examined and employer adjustments in the short-run to increase in labour costs are briefly discussed.

Publication:

Published by Research Branch, Ministry of Labour, in monograph under same title, 1970.

Key Identifier:

SIC code

Size

219 establishments

Mode of Storage:

Publication

Retention Period:

Permanent

MINISTRY OF LABOUR

FILE NAME:

THE LONG-RUN IMPACT ON THE THIRTY CENT
REVISION IN ONTARIO'S MINIMUM WAGE ON
FIVE INDUSTRIES

Division/Branch: Research Branch

Objective: To look at the longer-term adjustments and take into account information collected in late January & February 1970, more than a year after the thirty cent increase. To obtain information on how employers adjust to such a substantial legislated wage increase and what the consequences are for their employees.

Content: Publication

Published by Research Branch, Ministry of Labour, in monograph under same title, 1973.

Key Identifier: SIC code

Size: 219 establishments

Mode of Storage: Publication

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:

SUMMER EMPLOYMENT OF ONTARIO
SECONDARY SCHOOL STUDENTS, 1969,
1973 (Survey conducted in co-
operation with the Ministry of
Education

Division/Branch: Research Branch

Objective: To provide data for planning policies to tackle summer employment problems for high school students.

Content: Records on:

1. number of students entering labour force for summer;
2. type of student employment, earnings, duration;
3. method of obtaining jobs, in which industry, number of jobs

(All cross-classified by age, sex, grade, population area)

1969 and 1973 survey results have been published by Research Branch, in monograph under the same title.

Aggregated data are available.

Key Identifier: Coded by size of population area, by age, sex, grade

Size: 40,000 students for 1969
42,800 students for 1973

Mode of Storage: Computer tape, publication and printout

Retention Period: Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:PART-TIME, FULL-TIME AND TOTAL
EMPLOYED LABOUR FORCE, ONTARIO

Division/Branch:

Research Branch

Objective:

Data for analyzing trends in part-time work and characteristics of part-time workers in Ontario during the period 1966 to 1973.

Content:

Monthly and annual average data concerning sex, age categories, marital status, industry and occupation of part-time, full-time and total employed labour force for Ontario, 1966 to 1973. Information is based on the Labour Force Survey, Statistics Canada.

Aggregates are available

Key Identifier:

Part-time, full-time employees, age, marital status, industry and occupation

Size:

Labour force survey, 1966 - 1973

Mode of Storage:

Computer tape for the file and printouts

Retention Period:

Computer tapes are only retained for five years from the day the file is created

MINISTRY OF LABOURFILE NAME:ADVANCE NOTICE OF EMPLOYMENT
TERMINATION (ANET)

Division/Branch: Research Branch

Objective: To establish the extent to which employees made use of the notice period to begin searching for a new job.

To explore the effect of advance notice on success in obtaining another job.

Content: The survey of firms was conducted in June 1972 of firms and workers involved in termination during the period of October 1971 to April 1972. Data were collected on both the firms and for workers terminated.

Published by Research Branch in monograph "Employee Use of Advance Notice of Termination for Job Search", 1973.

Based on the results of the survey, the Research Branch also published "Labour Market Experience of Persons Who Received Advance Notice of Employment Termination", 1973.

Aggregates are available.

Key Identifier: Establishment sequence number and employee SIN

Size: 23 employers, 2,139 employees

Mode of Storage: Computer tape and publication

Retention Period: Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOUR

FILE NAME: FATAL ACCIDENTS IN ONTARIO CONSTRUCTION,
1964 - 1974

Division/Branch: Research Branch

Objective: To analyze trends in, and causes of, violent deaths on construction sites during the 11-year period.

Content: Occupation, age, location of accident, date and time of accident, and type of construction project. Other information to be added includes type of accident, responsibility for accident, and violation of construction safety laws. The data are taken from the accident investigation files of the Construction Safety Branch.

Key Identifier: Year and fatality number

Size: 518 cases

Mode of Storage: Key punch cards

Retention Period: Permanent

MINISTRY OF LABOUR

FILE NAME: WORK RELATED ALLOWABLE CLAIMS FOR
1973 FATALITIES, ONTARIO

Division/Branch: Research Branch

Objective: To analyze characteristics of deceased workers, accident circumstances, and coverage by occupation and public safety legislation in 1973.

Content: Name of deceased, occupation, age, sex, employer, geographical location of accident, date of accident and death, applicable safety legislation, place of accident, type of accident. Information obtained from claim files supplied by Ontario Workmen's Compensation Board.

Aggregates are available

Key Identifier: Occupation and place of accident

Size: 372 cases

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOUR

FILE NAME:

SUMMARY OF WORKMEN'S COMPENSATION
INFORMATION ON CONSTRUCTION EMPLOYERS

Division/Branch:

Research Branch

Objective:

To provide the Construction Safety Branch with information on the accident experience on construction employers.

Content:

Name and address of separately rated construction operators; rate number; firm number, and county code. For the years 1970, 1971 and 1972, value of assessed payroll and number of settled claims for each operation. File pertains to employers whose primary business is construction. File supplied by the Ontario Workmen's Compensation Board.

Aggregates are available

Key Identifier:

Rate number and county code

Size:

54,000 records

Mode of Storage:

Computer tape

Retention Period:

Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOUR

FILE NAME: CONSTRUCTION ACCIDENTS (COAC)

Division/Branch: Research Branch

Objective: To provide the Construction Safety Branch with information concerning accidents in the construction industry in 1972 and 1973.

To determine whether the Construction Safety Branch is receiving all accident reports pertaining to construction.

Content: A set of construction accident reports for the last 3/4 of 1972 and the first 1/4 of 1973 containing date and time of accident, age, occupation, injury and length of employment of the injured employee and start and end of work shift in which accident occurred.

Aggregates are available

Key Identifier: Sequence number, firm number, rate number, claim number

Size: 12,091

Mode of Storage: Computer tape

Retention Period: Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOURFILE NAME: FLEXIBLE WORK SCHEDULES IN ONTARIO (1974)

Division/Branch: Research Branch

Objective: To determine the extent and nature of flexible work schedules in Ontario.

Content: A record of 114 flexible work schedules for 112 establishments indicating type of schedule, number of employees on the schedule, job types, advantages and disadvantages, the planning and implementation of the schedule, and the effect of the schedule on various company policies.

A summary of the data was published in October 1975 under the title "A Comparative Review of Innovative Working Time Arrangements in Ontario". This report included a comparison of flexible and compressed work schedules.

Aggregates are available

Key Identifier: Employer

Size: 112

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:THE COMPRESSED WORK SCHEDULE IN
ONTARIO (1972 - 1974)

Division/Branch: Research Branch

Objective: To determine the extent and nature of the compressed work schedule in Ontario.

Content: Based on three surveys (1972 - 1974), the file contains the record of 283 compressed work schedules for 260 establishments indicating type of schedule, number of employees on compressed schedules, advantages and disadvantages, the planning and the implementation and the effect of the compressed schedule on various company policies. Also review of establishments which have adopted and dropped compressed schedules including the reasons for dropping. Three surveys have been published by the Research Branch in monograph form: "The Compressed Work Schedules in Ontario", September 1972 and, "Selected Characteristics of Compressed Work Schedules in Ontario", July 1973. A third publication comparing compressed and flexible schedules was published in October 1975 under the title "A Comparative Review of Innovative Working Time Arrangements in Ontario".

Aggregates are available

Key Identifier: Employer

Size: 260

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF LABOURFILE NAME:EMPLOYEE ATTITUDES TOWARDS THE
COMPRESSED WORK SCHEDULE IN
ONTARIO (1973)

Division/Branch:

Research Branch

Objective:

To determine employee attitudes towards compressed work schedules (a pilot survey - to be followed up during the Summer 1977).

Content:

Opinion data for 300 employees in 10 establishments with compressed work schedules. Information was obtained on both the work and non-work related effects of the compressed work schedule. More specifically, personal data was collected along with opinion data on: fatigue, attitudes toward work, absenteeism and turnover, work performance, work-related expenses and travel time, recruiting potential, use of non-working time, family life and social life. Published by the Research Branch, in monograph form under the title "Employee Attitudes Toward Compressed Work Schedules In Ontario: A Case Study of Ten Firms", August 1974.

Aggregates are available

Key Identifier:

Establishment, employee

Size:

300 employees, 10 establishments

Mode of Storage:

Computer tape

Retention Period:

Computer tapes are only retained for five years from the day the file is created.

MINISTRY OF LABOURFILE NAME:

A MANPOWER SURVEY OF FOOD PROCESSING
AND BEVERAGE INDUSTRY (Survey
conducted in co-operation with Ministry
of Industry and Tourism and George
Brown College)

Division/Branch: Research Branch

Objective: To determine the existing stock of
manpower along with the educational
and experience level associated with
the stock of manpower; the antici-
pated future manpower requirements;
and the preferred educational back-
ground of semi-skilled and skilled
manpower in the Ontario
food processing and beverage industry.

Content: Employment, education and experience
of semi-skilled and skilled workers.

Aggregates are available

Key Identifier: Establishment number

Size: 892 manufacturing establishments

Mode of Storage: Computer tape and printouts

Retention Period: Computer tapes are only retained
for five years from the day the
file is created

MINISTRY OF LABOURFILE NAME:EQUAL PAY FOR WORK OF EQUAL VALUE

Division/Branch:

Research Branch

Objective:

To provide a systematic analysis of the concept of equal pay for work of equal value in order to improve the quality of the current debate on the issue.

Content:

The paper published under the title "Equal Pay For Work Of Equal Value" (1976) explores the concept of first examining the extent of pay and earnings differentials between male and female workers. Data used are unpublished tabulations from the 1971 Census and the 1974 Canada Department of Labour Survey of Wages. The tables concentrate on earnings and pay rate differentials within occupations - both broad census occupational groups and classes, and more narrowly defined occupations. The discussion of the concept of equal value focuses on the problem of determining "equal value" and examines the possibilities of determining equal value jobs through different job evaluation systems. Some of the important implications flowing from the application of equal pay for work of equal value are also discussed. Lastly, descriptions of equal pay legislation in several countries are given in the Appendix.

Key Identifier:

Occupation, sex, wage rates and earnings

Size:

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Mode of Storage:

Publication

Retention Period:

Permanent

MINISTRY OF LABOURFILE NAME:INDUSTRIAL CHEST SURVEY FILE

Division/Branch:

Community Health Division
Occupational Health

Objective:

To provide a record of:

- a) Dust-exposed employees.
- b) Employees holding health certificates.
- c) Employees rejected for dust-exposure occupation.
- d) Employees with occupational disease of the lungs.
- e) Employees with infectious disease of the lungs.
- f) Employees having miners' certificate.

Content:

- a) Chest x-ray films.
- b) Chest x-ray reports.
- c) Pulmonary function test reports.
- d) Health certificate duplicates.

Summaries published

Key Identifier:

Name, age, S.I.N.

Size:

900 plants

Mode of Storage:

Paper file, x-ray film

Retention Period:

Permanent

MINISTRY OF HOUSING

FILE NAME: MOBILE HOME PARK SURVEY, SELECTED DATA
FROM INTERVIEWS WITH MANAGERS

Division/Branch: Local Planning Policy Branch
Special Studies Section

Objective: To form a basis for an understanding of
the mobile home situation in Ontario
and a basis for further investigation.

Content: Data obtained from managers of mobile
home parks in Ontario, organized on
basis of the park, management of park,
units in the park, relation to community.

Report published and available in the
Ontario Government Bookstore, 880 Bay St.

Key Identifier: Mobile home park

Size: Not available

Mode of Storage: Paper file

Retention Period: Until stock depleted

FILE NAME: PUBLIC HOUSING PRESENT TENANT

Division/Branch: Ontario Housing Corporation
Finance Branch

Objective: To provide data for
1. Corporation financial control
2. Socio-Economic analysis

Content: A collection of records identifying
and classifying present tenants of
public housing administered by the
Ontario Housing Corporation.

Aggregates are available.

Key Identifier: Tenant number, name, address, social
insurance number, project number,
unit number

Size: 45,000

Mode of Storage: Paper file, computer tape

Retention Period: 15 years after move out

MINISTRY OF HOUSINGFILE NAME:HOUSING APPLICANTS FILE

Division/Branch:

Ontario Housing Corporation
Tenant Placement Branch

Objective:

To place applicants in suitable
public rental accommodation.

Socio-Economic analysis

Content:

Data describing the family make up
and income, current address, preferred
location, etc. of all applicants for
accommodation in Metropolitan Toronto.
Similar files for other locations are
decentralized.

Aggregate data available.

Key Identifier:

Application number, name, address

Size:

10,000

Mode of Storage:

Paper file, computer tape, C.O.M.

Retention Period:

7 years

MINISTRY FOR NORTHERN AFFAIRSFILE NAMEOPERATIONAL STATISTICS

Division/Branch: Northern Affairs Branch

Objective: To provide data to the Northern Affairs Branch to evaluate its effectiveness.

To provide data to the participating ministries and agencies to evaluate the effectiveness of their programmes and their own field offices.

Content: Data on the enquiries, complaints, etc. received in 24 Northern Affairs offices in the field and the office of the coordinator in Toronto.

Key Identifier: None

Size: 24

Mode of Storage: Paper file

Retention Period: 2 years for field reports returned
3 years for office replies

MINISTRY OF NATURAL RESOURCESFILE NAME:FLIGHT REPORT FILE

Division/Branch: Air Service Branch

Objective: To provide data for monthly and annual reports.

Content: Daily flight reports for the entire year by aircraft registration including pilot's and engineer's flying times and breakdown of flying for various branches of Ministry of Natural Resources.

Key Identifier: Aircraft registration

Size: 150 - 200

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:AERIAL SURVEY (BEAVER COLONIES)

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide data for beaver management.

Content: Data on the location of beaver colonies to specific areas of the province.

Key Identifier: None

Size: 21 maps and reports

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCESFILE NAME:BEAVER POPULATION DYNAMICS

Division/Branch: Commercial Fish and Fur Branch

Objective: To provide data for beaver management relative to harvest potential.

Content: The productivity, mortality and density of the beaver population.

Key Identifier: Specimen number and exact map location

Size: 15,000

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME:COMMERCIAL FISHERIES (EQUIPMENT, BOATS AND SHORE INSTALLATIONS)

Division/Branch: Fisheries Branch

Objective: To provide data for commercial Fish Economic Survey.

Content: Data on equipment, boats and shore installations of Commercial Fisheries.

Key Identifier: Equipment

Size: 2,000

Mode of Storage: Punch card, computer tape

Retention Period: Not determined

MINISTRY OF NATURAL RESOURCES

FILE NAME: COMMERCIAL FISHING LICENSE COPIES
(FORMS CF 96, CF 69 and CF 68)

Division/Branch: Fisheries Branch

Objective: To provide management information on the commercial fishing industry and to verify the issue of a license.

Content: Third copies of Commercial Fishing License, License to Preserve Bait-Fish and Bait-Fish Dealer's License.

Key Identifier: License number

Size: 4,000/year

Mode of Storage: Paper file

Retention Period: 5 years
Schedules #0332 and #0338

FILE NAME: COMMERCIAL FISHING LICENSE RECORD BOOKS

Division/Branch: Fisheries Branch

Objective: To provide historical and up-to-date information on licensing activities across the province.

Content: Record books listing license information on an area basis.

Key Identifier: License area

Size: 4 ledgers and 7 binders

Mode of Storage: Paper file

Retention Period: 20 years + transfer to archives
Schedule #0345

MINISTRY OF NATURAL RESOURCESFILE NAME: COMMERCIAL FISHING LICENSEE MAILING LIST

Division/Branch: Fisheries Branch

Objective: To provide a list of names of people licensed to fish commercially for bait-fish and food-fish.

Content: Licensee name, types of license and type of gear, alphabetically by district.

Key Identifier: District name and type of licensee

Size: 40 sheets

Mode of Storage: Paper file

Retention Period: Not determined

FILE NAME: LAKE RECORD CARDS

Division/Branch: Fisheries Branch

Objective: To document the number of licenses issued for each inland lake and to provide historical information on fishing activity on these lakes.

Content: Cards showing lake name and location, licensee names, license numbers and gear licensed each year.

Key Identifier: Lake name

Size: Approximately 1,000 cards

Mode of Storage: Card file

Retention Period: 15 years after each card is superceded
Schedule #0341

MINISTRY OF NATURAL RESOURCESFILE NAME: WATER LEVEL RECORDS (AT DAM SITES)

Division/Branch: Engineering Services Branch*

Objective: To provide records of the history of water levels on selected lakes and rivers and data to calculate flow records for use in water resources planning, development and management.

Content: Water level records of lakes and rivers taken at many dams operated by the Ministry.

Key Identifier: None

Size: 50

Mode of Storage: Paper file, graphs

Retention Period: To be determined

* Files maintained in the pertinent regional offices of the Ministry and no longer available in Head Office. Any inquiry concerning a lake for which these records may be maintained should be directed to the Ministry region in which the lake is located.

FILE NAME: SALE OF LICENSES (FISH AND WILDLIFE)

Division/Branch: Financial Management Branch

Objective: To provide data to indicate the number of hunters and fishermen both resident and non-resident in the province and the increase or decrease of this activity.

Content: Data on the quantities of licenses sold and revenues derived by license type reported annually.

Key Identifier: Name of license type

Size: 25,000

Mode of Storage: Paper file, data accumulated in ledger

Retention Period: 5 years

MINISTRY OF NATURAL RESOURCESFILE NAME:SNOW COVER RECORDS

Division/Branch: Fish and Wildlife Research Branch

Objective: To provide snow cover data that can be correlated with and eventually be used to predict survival of game animals.

Content: Measurements of snow depth and crust conditions taken weekly at approximately 100 OMNR stations across the province from 1952-53 to the present along with freeze-up and break-up dates of reference lakes.

Key Identifier: Forest district, station designation

Size: 60,000

Mode of Storage: Paper files

Retention Period: Permanent

FILE NAME:FISH STOCKING RECORDS

Division/Branch: Fisheries Branch

Objective: To provide data for the preparation of the annual fish distribution report and for purposes of management and evaluation of stocking success.

Content: A record of all lakes and streams currently stocked with hatchery reared fish.

Key Identifier: i) waters stocked
ii) county
iii) species
iv) hatchery

Size: Not recorded

Mode of Storage: Paper file - being converted to data base for current years

Retention Period: 20 years

MINISTRY OF NATURAL RESOURCESFILE NAME:WEATHER RECORD

Division/Branch: Forest Fire Control Branch

Objective: To provide data for correlating events such as:

- 1) Growth or lack of growth of trees to measurable weather parameters.
- 2) Dryness of fuels and fire behaviour to measurable weather parameters.

Content: Records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating.

Key Identifier: None

Size: 900

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

FILE NAME: MILL LICENCE RETURNS (ANNUAL TIMBER UTILIZATION AND PRODUCTION)

Division/Branch: Division of Forests
Timber Sales Branch

Objective: To provide data for:

- 1) Annual summary for head office*.
- 2) Resource utilization estimates.
- 3) Assistance in implementing management and operating plans.
- 4) Industrial plant location studies.

Content: Data on the utilization of timber by source, land tenures and tree species and production of lumber, pulp and other products by type of each mill licensee in the province.

Publications: "Statistics" and
"Annual Report".

Key Identifier: Name of mill licensee and Ministry administrative district and region

Size: 900 annual returns

Mode of Storage: Paper file located in administrative district of mill location

Retention Period: Permanent

* Aggregate summary available to public

MINISTRY OF NATURAL RESOURCESFILE NAME:PULPCHIP REPORTS

Division/Branch: Division of Forests
Timber Sales Branch

Objective: To provide data for:

- 1) Annual head office summary*.
- 2) Estimates of resource and residue utilization.
- 3) Industrial plant location studies.

Content: Annual listings and a summary matrix of pulpchip producers and consumers, indicating transaction volumes.

Publications: "Statistics" and
"Annual Report".

Key Identifier: Producer or consumer and administrative district

Size: 100 producers
30 consumers

Mode of Storage: Paper file

Retention Period: Permanent

* Aggregate summary available to public

MINISTRY OF NATURAL RESOURCESFILE NAME:TIMBER SCALING STATISTICS

Division/Branch:

Division of Forests
Timber Sales Branch

Objective:

To provide data for wood volume calculations, issuance of monthly billing invoices and management of timber resources.

Content:

Data on the volume of timber harvested on Crown Land in the province.

Publications: "Statistics" and
"Annual Report".

Key Identifier:

Class of wood, tree species, cutting approval timber license, management unit, district, month, season, annually

Size:

100,000

Mode of Storage:

Paper file; punch card and computer tape for processing only

Retention Period:

Permanent

FILE NAME:ASSESSMENT WORK (ON MINING CLAIMS) AND
WORK FILED "NOT FOR ASSESSMENT CREDIT"

Division/Branch:

Geological Branch

Objective:

To provide data for the preparation of compilation reports and maps for exploration uses.

To provide a library of unpublished geological information for public and ministry use.

Content:

Reports on the results of prospecting of mining claims (unpatented and patented) by private companies and individuals as required by the Mining Act, Mineral Exploration Assistance Program, Ontario Securities Commission and voluntary information submitted from Resident Geologists' Offices and Mining Companies.

Key Identifier:

Numerical code

Size:

30,000

Mode of Storage:

Paper file

Retention Period:

Permanent

MINISTRY OF NATURAL RESOURCESFILE NAME:ONTARIO MAP CATALOGUE

Division/Branch: Lands/Surveys and Mapping

Objective: To inform map users of the availability of various maps produced by all ministries and agencies of the Ontario Government.

Content: Listing of maps showing subject, title, area scale, area covered, date and publishing agency.

Published catalogue created from print-outs and distributed free by Ministry's Public Service Centre.

Key Identifier: Subject, map number, location and publishing agency.

Size: Approximately 1,000 listings

Mode of Storage: Punch card

Retention Period: Until bi-annual update

FILE NAME:ONTARIO GEOGRAPHIC NAMES

Division/Branch: Division of Lands
Surveys and Mapping Branch

Objective: To control and update official geographical name data for maps, charts and gazetteers of Ontario: to regulate orthographic and linguistic forms of nomenclature so used and to authorize naming where required.

Content: Official nomenclature (approx. 50,000 entries) for geographical features (lakes, rivers, islands, etc.) and unincorporated populated places (communities) in Ontario.

Key Identifier: Township, county, regional municipality, geographical coordinates (lat. long.)

Size: 105,000 names in card index, 2,600 base maps and charts (FRI, NTS, MCE, etc.) in reference map files

Mode of Storage: Paper (cards, maps, charts)

Retention Period: Permanent - continuously updated

MINISTRY OF NATURAL RESOURCESFILE NAME: LICENSE AND CATCH REPORT RECORD CARDS

Division/Branch: Fisheries Branch

Objective: To verify licensing and the receipt of fishing reports.

Content: Electrofile cards showing licensee's name, license number, type of gear, fishing location and whether reports have been received.

Key Identifier: Licensee name

Size: 1,200 cards

Mode of Storage: Cards in electrofile

Retention Period: 10 years after each card is superceded
Schedule #0340

FILE NAME: ANNUAL REPORT OF WORKMEN'S COMPENSATION
AND MOTOR VEHICLE COLLISION COSTS - 1975-1976

Division/Branch: Information Branch
Safety Programme Development Section

Objective: To determine areas where attention must be centered to control hazardous injury potential situations.

Content: Record of injuries and illnesses reported to the Workmen's Compensation Board consisting of a compilation of the types, causes and costs and frequency of occurrences.

Available in publication, "Statistics".

Key Identifier: None

Size: 200

Mode of Storage: Paper file

Retention Period: 1½ years

MINISTRY OF NATURAL RESOURCES

FILE NAME: MINING ACREAGE TAX AND RENT ROLL

Division/Branch: Lands Administration Branch

Objective: To maintain a roll of all mining lands and mining rights liable for the acreage tax and rentals levied under The Mining Act.

Content: Complete list of all alienated mining lands formerly and currently included in the roll.

Key Identifier: Legal description of land

Size: 40,000 records

Mode of Storage: Card index

Retention Period: Indefinitely

FILE NAME: PATENT RECORDS

Division/Branch: Lands Administration Branch

Objective: To maintain a complete listing of all land parcels alienated by the Crown under patent, lease or license of occupation.

Content: Indexes, reference material and maps cataloguing all land dispositions under the above headings.

Key Identifier: Legal description of land

Size: Over 1,000,000 entries

Mode of Storage: Paper file

Retention Period: Indefinitely

MINISTRY OF NATURAL RESOURCESFILE:BEACH PROTECTION ACT LICENSE

Division/Branch: Lands Administration Branch

Objective: To provide a continuous record of sand and gravel removed under license from a specific parcel of ground or area of land under water.

Content: History of property, maps, photographs and data on amounts of material removed with accounting of royalty payments per cubic yard.

Key Identifier: Numerical code

Size: Not stated

Mode of Storage: Paper file

Retention Period: To be determined

FILE NAME:MINERAL DEPOSIT RECORDS

Division/Branch: Division of Mines
Geoscience Data Centre

Objective: To provide geoscientists, management and industry with concise, rapid-retrievable information on mineral deposits.

Content: For individual deposits and mineral occurrences, information on location, geology and mineralization, economic features such as reserves and production, history of development and ownership and references to reports and maps.

Key Identifier: Manual files are filed geographically by territorial districts and geographic townships

Size: Under development
Manual files: present size 5,000
ultimate size approx. 10,000
Computer based files: present size 1,000
deposits

Mode of Storage: Paper copies and on magnetic tapes

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

FILE NAME: STATISTICS CANADA SURVEY OF MINING
AND EXPLORATION COMPANIES -
EXPLORATION, DEVELOPMENT AND
CAPITAL REPAIR EXPENDITURES

Division/Branch: Division of Mines
Mineral Resources Branch

Objective: To provide data for an annual statistical
report and for studies of exploration
and capital expenditures in the mineral
industry.

Content: Data on work done and amounts spent on
exploration and development on mineral
properties.

Key Identifier: Statistics Canada code number on
addressograph

Size: 470

Mode of Storage: Paper file

Retention Period: 10 years

MINISTRY OF NATURAL RESOURCESFILE NAME: QUARRY PERMIT

Division/Branch: Lands Administration Branch

Objective: To provide a continuous record of sand and gravel removed under permit from a specific parcel of ground.

Content: Data on the amounts of material removed from specific parcels of ground under Authority of Quarry permit with accounting of royalty payments per cubic yard.

Key Identifier: Numerical code

Size: Not stated

Mode of Storage: Paper file

Retention Period: 20 years depending on location of land involved

FILE NAME: STATISTICS CANADA ANNUAL AND MONTHLY CENSUS OF MINES

Division/Branch: Division of Mines
Mineral Resources Branch

Objective: To provide data for an annual statistical report on the mineral production by Ontario and for productivity studies research material for economic feasibility studies.

Content: Data on the inputs and outputs of each mine, pit or quarry operation.

Aggregate data available.

Key Identifier: Statistics Canada code number on addressograph

Size: 481

Mode of Storage: Paper file

Retention Period: 10 years

MINISTRY OF NATURAL RESOURCES

FILE NAME: CREEL CENSUS INTERVIEW (FORM SF 150)

Division/Branch: Fisheries Branch

Objective: To provide a record of creel census interviews to aid in the analysis of the fish-angler complex.

Content: Information describing the activities of fishing parties such as number hours fished, bait used, fishing method, weather, visitor type, origin, type of fishing, number of lines, species sought, species caught and number released.

Key Identifier: Lat/long, date, party number

Size: 25,000/year

Mode of Storage: Tape

Retention Period: 5 years

FILE NAME: FISH CULTURE PRODUCTION AND COSTING SYSTEM

Division/Branch: Fisheries Branch

Objective: To provide a summary of stock on hand each month for the purpose of allocation and distribution of stocks to various districts.
To provide indicators of relative production efficiency.
To provide data for the preparation of a production cost analysis.

Content: A monthly inventory of each lot of fish in each hatchery including number, weight and size of fish, amount of food fed, mortality, growth and food conversion.

Key Identifier: i) name of hatchery
ii) lot code number

Size: Not stated

Mode of Storage: Data base

Retention Period: Not decided, probably 2-3 years

MINISTRY OF NATURAL RESOURCES

FILE NAME: LAKE SURVEY SUMMARY
AQUATIC HABITAT INVENTORY FORM SF 133

Division/Branch: Fisheries Branch

Objective: To provide information on the ecological characteristics of lakes as an aid to management and planning.

Content: A collection of physical, chemical and biological data of lakes in Ontario.

Key Identifier: District code and alphabetically within main and district offices

Size: 8,000, increase 800 annually

Mode of Storage: Conversion to data base completed by June 1977

Retention Period: Permanent

FILE NAME: STREAM SURVEY SUMMARY
AQUATIC HABITAT INVENTORY FORM SF 138

Division/Branch: Fisheries Branch

Objective: To provide information on the ecological characteristics of streams as an aid to management and planning.

Content: A collection of physical, chemical and biological data on streams in Ontario.

Key Identifier: Alphabetically by stream name, sequentially by station number

Size: 1,500

Mode of Storage: Paper

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCESFILE NAME:BEAR HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for bear management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: About 1,500 annually (dates to 1971)

Mode of Storage: Magnetic tape

Retention Period: Permanent

FILE NAME:BIG GAME KILLED BY MEANS OTHER
THAN LEGAL HUNTING

Division/Branch: Wildlife Branch

Objective: To provide an independent means of assessing changes in game populations and of assessing natural mortality, of mainly deer, moose and bear.

Content: Data on:

- 1) Big game killed by means other than legal hunting.
- 2) The reproductive rates of the animals killed.

Key Identifier: District

Size: 1,500 annually

Mode of Storage: Magnetic tape

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCESFILE NAME: AERIAL INVENTORY OF MOOSE

Division/Branch: Wildlife Branch

Objective: To provide data for statistical analysis of the moose population.

Content: Records of flight conditions and observations of moose.

Key Identifier: Mercator Grid Code

Size: 500

Mode of Storage: Magnetic tape

Retention Period: Permanent

FILE NAME: DEER HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for deer management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: Approximately 10,000 annually
(dates to 1969)

Mode of Storage: Magnetic tape

Retention Period: Permanent

FILE NAME: DISTRICT WATERFOWL BANDING REPORT

Division/Branch: Wildlife Branch

Objective: To provide a ready reference concerning waterfowl banding.

Content: The number and species of waterfowl live - trapped and banded at various locations in each district.

Key Identifier: None

Size: 18

Mode of Storage: Paper file

Retention Period: 5 years

MINISTRY OF NATURAL RESOURCES

FILE NAME: SMALL GAME HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for small game management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: Being about 5,000 annual with 10,000 every third year (dates to 1970)

Mode of Storage: Magnetic tape

Retention Period: Permanent

FILE NAME: SUMMER GROUSE OBSERVATIONS

Division/Branch: Wildlife Branch

Objective: To provide data to follow trends in ruffed grouse populations and to predict availability of ruffed grouse on an annual basis.

Content: Data on the grouse observed per mile of vehicle travel or per man-day of field work in districts.

Key Identifier: None

Size: 49

Mode of Storage: Paper file

Retention Period: 10 years

FILE NAME: SUMMER HUNTING AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for small game management.

Content: Results of mail survey questionnaires.

Key Identifier: District

Size: Being about 1,500 annually (dates to 1972)

Mode of Storage: Magnetic tape

Retention Period: Permanent

MINISTRY OF NATURAL RESOURCES

FILE NAME: MOOSE HUNTER AND HARVEST DATA
(RESIDENT AND NON-RESIDENT)

Division/Branch: Wildlife Branch

Objective: To provide data for moose management in Ontario.

Content: Results of mail survey questionnaire.

Key Identifier: District

Size: Approximately 10,000 annually (dates to 1969)

Mode of Storage: Magnetic tape

Retention Period: Permanent

FILE NAME: PREDATOR CONTROL

Division/Branch: Wildlife Branch

Objective: To provide data for predator management.

Content: Data on investigations of predation (wildlife) on domestic stock and game populations.

Key Identifier: None

Size: 75-100 annually

Mode of Storage: Paper file

Retention Period: 10 years

FILE NAME: WATERFOWL CENSUS

Division/Branch: Wildlife Branch

Objective: To provide Ontario's contribution to "Atlantic Water Fowl flyway summary of continental mid-winter water".

Content: The census figures for various species of waterfowl overwintering in Ontario waters of the Great Lakes and connecting waters.

Key Identifier: Species and location

Size: 15

Mode of Storage: Paper file

Retention Period: Till waterfowl are extinct

MINISTRY OF NATURAL RESOURCESFILE NAME:FUR HARVESTS

Division/Branch: Wildlife Branch

Objective: To provide data for trapper and
furbearer management in Ontario.

Content: Harvests of all species (up to 20)
of furbearers by trapper and area
from 1948 to present.

Harvest data is available.

Key Identifier: Trapline or township

Size: About 10-12,000 trappers annually

Mode of Storage: Card file to 1970-71.
Computer tape from 1971-72 season.

Retention Period: Permanent

MINISTRY OF CULTURE AND RECREATIONFILE NAME:INQUIRY STATISTICS

Division/Branch: Citizens' Inquiry Branch

Objective: To collect data on inquiries received by the branch for these purposes:

- as the basis for reports to Deputy Ministers, MPPs and others;
- to indicate for our own planning and information purposes what type of inquiries are being handled

Content: A daily summary sheet completed by each staff member answering inquiries. The list of inquiries compiled daily indicates whether inquiry was handled by phone, mail or in person.

Key Identifier: Year, month, date of inquiries

Size: 3,000+

Mode of Storage: Paper

Retention Period: General inquiries - 6 months
Remainder - 5 years

FILE NAME:TRANSLATION STATISTICS

Division/Branch: Multiculturalism and Citizenship Division
Translation Bureau

Objective: To provide data to determine the budget for the Translation Section and the need for new translators.

Content: Statistical data on translations received from the Government and public.

Key Identifier: None

Size: Not stated

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF THE SOLICITOR GENERALFILE NAME:BREATHALYZER STATISTICS

Division/Branch: Centre of Forensic Sciences

Objective: To provide data on:

1. location of tests
2. number of interviews
3. number of refusals
4. number of tests
5. number charged
6. number not charged (low reading)

Content: Annual report of breathalyzer programme.

Key Identifier: Force interviewing, location and results

Size: Not stated

Mode of Storage: Paper file

Retention Period: 25 years

FILE NAME:MONTHLY REPORT OF CASES

Division/Branch: Centre of Forensic Sciences

Objective: To provide data on:

1. frequency of offenses broken down geographically
2. numerical count of offenses against the criminal code
3. court appearances at various levels
4. workload in terms of exhibits submitted for examination

Content: Monthly - annual reports of cases, their place of origin, type, number of exhibits and court appearances.

Key Identifier: Type of case, place of origin, number of exhibits and court appearances

Size: Not stated

Mode of Storage: Paper file

Retention Period: 5 years

MINISTRY OF THE SOLICITOR GENERALFILE NAME:FIRE INVESTIGATION

Division/Branch: Office of the Fire Marshal

Objective: To maintain reports of all fires investigated by the Office of the Fire Marshal, Public Safety Division for permanent record of persons involved in fires, modus operandi and fire causes.

Content: Reports of fire investigations together with statements, photographs, briefs and other documents pertaining to the fire.

Aggregates are available in a publication entitled "Fire Losses in Ontario - 1976".

Key Identifier: Name of property owner and occupant

Size: 1,400

Mode of Storage: Paper file

Retention Period: Permanent - schedule number 05-1004-1-06R

FILE NAME:FIRE LOSS STATISTICS

Division/Branch: Office of the Fire Marshal

Objective: To provide loss data to indicate trends.

To measure the effectiveness of the fire prevention and protection measures.

To indicate those areas which may require further attention.

Content: Fire loss reports submitted by Ontario municipal fire chiefs, by fire insurance companies, licensed to transact business in Ontario, and by fire insurance adjusters adjusting fire insurance claims in Ontario in accordance with the Fire Marshal Act, R.S.O., 1972, chapter 172.

Aggregates are available in a publication entitled "Fire Losses in Ontario - 1976".

Key Identifier: Municipal location and fire record number

Size: 116,000

Mode of Storage: Paper file, punch card, computer tape

Retention Period: 9 years - schedule number 05-1002-15R

MINISTRY OF THE SOLICITOR GENERALFILE NAME:POLICE ADMINISTRATION STATISTICS

Division/Branch: Ontario Police Commission

Objective: To provide data for the maintenance of a system of statistical records for the purpose of aiding the police forces in Ontario.

Content: Statistics concerning municipalities having a police force.

Key Identifier: Name and address

Size: 207

Mode of Storage: Paper file, "see-fax" card

Retention Period: 3 years

MINISTRY OF THE SOLICITOR GENERALFILE NAME:UNIFORM CRIME REPORTING -
POLICE ADMINISTRATION STATISTICS

Division/Branch: Ontario Provincial Police
Planning and Research Branch

Objective: To provide data for input to
Statistics Canada statistics and
O.P.P. annual report.

Content: Records in:

1. Area policed and population
2. Transport in use
3. Full-time personnel complement
4. Number of occurrences re: missing
persons, drownings and auto thefts

Key Identifier: None

Size: Not available

Mode of Storage: Paper file

Retention Period: Not decided

MINISTRY OF THE SOLICITOR GENERALFILE NAME:UNIFORM CRIME REPORT-
CRIMINAL OCCURRENCES

Division/Branch: Ontario Provincial Police
Planning and Research Branch

Objective: To supply statistics to Statistics
Canada re: criminal occurrences.

To provide crime information to
O.P.P. administration.

Content: Forms LE28A and Statistics Canada
Forms "C" which record:

1. Number of reported and actual
offences.
2. Offences cleared and how cleared.
3. Sex and age group of offenders
charged (these offences are against
Criminal Code of Canada, other
federal laws, provincial statutes
and municipal by-laws within O.P.P.
jurisdiction).

by month for each O.P.P. detachment.

Key Identifier: None

Size: 2,400 forms per year
50,000 computer tape records per year

Mode of Storage: Paper file, computer tape

Retention Period: 1 calendar year plus the current year
for original forms

Not determined for tapes

MINISTRY OF THE SOLICITOR GENERAL

FILE NAME:

UNIFORM CRIME REPORTING -
TRAFFIC OCCURRENCES

Division/Branch: Ontario Provincial Police
Planning and Research Branch

Objective: To supply statistics to Statistics
Canada re: traffic accidents and
offences.

Content: Statistics Canada Form "T" recording:

1. Number of traffic offences
reported and actual.
2. Offences cleared and how cleared.
3. Sex and age group of offenders
(offences re: Criminal Code of
Canada, other federal laws, Ontario
Highway Act, other provincial acts,
and municipal by-laws, within O.P.P.
jurisdiction).

by District for each month.

Key Identifier: None

Size: 30 forms per month

Mode of Storage: Paper file

Retention Period: 2 years

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

FILE NAME: ANNUAL STATISTICAL SUPPLEMENT

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for the Annual Publication.

Content: Caseload characteristics for all the Ministry's programmes.

Publication available on request.

Key Identifier: The Ministry's 19 administrative districts and major municipal units such as regional municipalities for the programmes where such breakdowns are possible

Size: Variable

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: EXPENDITURES BY MUNICIPALITY
(FORMERLY BY COUNTY)

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for the Annual Report.

Content: Transfer payments and expenditures in the Ministry's cost-shared programmes, based on Public Accounts and ancillary information.

Publication available upon request.

Key Identifier: The Ministry's 19 administrative districts and major municipal units such as regional municipalities

Size: 60-70 tables

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME: QUARTERLY STATISTICAL BULLETIN

Division/Branch: Policy Analysis Secretariat

Objective: To report generally on transfer payment programmes.

Content: Tables on Family Benefits and General Assistance beneficiaries and expenditures and child welfare beneficiaries.

Publication available on request.

Key Identifier: Ministry's 19 administrative districts and major municipality units such as regional municipalities

Size: About 30 tables

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF COMMUNITY AND SOCIAL SERVICESFILE NAME:AREA STATISTICS

Division/Branch: Senior Citizens' Branch

Objective: To show total beds in Municipality and Charitable Institutions for the elderly by Regional Municipalities, Counties and Districts within the five designated areas of the Province.

Content:

1. Changes made in the number of beds and
2. Bed Ratios per 1,000 population 60 and over in one column, and per 1,000 total population in a second column, both in ascending order and showing the provincial average.
3. Bed Ratios as above but divided into the 5 designated areas of the Province.
4. Details of the existing and "under construction" beds under each Act and totalled for Regional Municipalities, Counties and Districts with sub-totals for the designated areas of the Province. The detail also includes estimated "total" and "over 60" population with percentages and ratios.
5. From a report furnished by the Ministry of Housing the Senior Citizens Apartment Units are summarized by Regional Municipalities, Counties and Districts, with sub-totals for the five designated areas of the Province. Details include the units in "pre-tender", "post-tender", "under construction" and "under management" categories.
6. Summary of known outstanding applications by Municipal and Charitable Homes, with the total expressed as a ratio per 1,000 population 60 years and over.

Key Identifier: Location (region, county, district)

Size: 44 pages (annually)

Mode of Storage: Paper file

Retention Period: Current file replaces previous file; for research purposes permanent storage

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

FILE NAME: GEOTECHNICAL CROSS REFERENCE AND RETRIEVAL SYSTEM (GEOCRES)

Division/Branch: Highway Design Division
Engineering Materials Office

Objective: To provide subsoil, bedrock and ground-water information within the Province of Ontario for government agencies, civil engineering and geological consultants, contractors, institutions of learning and the general public.

Content: The results of all the foundations subsoil investigations carried out between 1954 and the current year by the Ministry or by consultants directly or indirectly for the Ministry. The locations of the investigations are marked on detailed maps. Reports and soil data may be viewed by a microfiche reader.

Brief pamphlets describing the use of GEOCRES available by contacting Soil Mechanics Section, West Building, 1201 Wilson Avenue, Downsview, Ontario, M3M 1J8

Key Identifier: Geographical locations, work order, project, contract, district, site and Highway numbers

Size: 3,500

Mode of Storage: Paper file, microfiches, reference books

Retention Period: Permanent

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

FILE NAME: PAVEMENT MANAGEMENT FEEDBACK AND INFORMATION SYSTEM (PAMFIS)

Division/Branch: Highway Design Division
Engineering Materials Office

Objective: To provide feedback information on design, construction, maintenance and performance of various pavement structures built within the Ontario's King's and Secondary Highway systems.

Content: Information on basic pavement design elements, construction, materials and subsequent history of pavement performance and behaviour. New reconstruction and resurfacing projects are added to the file every year.

Key Identifier: Contract number

Size: 900 contracts

Mode of Storage: Computer

Retention Period: Permanent

FILE NAME: EXPENDITURES ON HIGHWAYS BY COUNTY AND DISTRICT

Division/Branch: Financial Branch

Objective: To provide data on expenditures on highways for political, statistical and press releases by various jurisdictions.

Content: Data on expenditures on highways by county and district.

Key Identifier: Highway number and location

Size: 1,000

Mode of Storage: Computer tape

Retention Period: Permanent

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

<u>FILE NAME:</u>	<u>MATERIAL PRICE INDEX</u>
Division/Branch:	Financial Branch
Objective:	To provide data for planning and budgeting purposes.
Content:	A record of the price, quantity and type of material purchased by Ministry of Transportation and Communications from various suppliers.
Key Identifier:	Purchase order number and type of material
Size:	400
Mode of Storage:	Paper file
Retention Period:	35 fiscal years

<u>FILE NAME:</u>	<u>TENDER PRICE INDEX</u>
Division/Branch:	Financial Branch
Objective:	To provide data for cost estimates, budget purposes, comparing price trends with other provinces and signalling unusual price movements.
Content:	Data on prices, contract numbers, quantities and location of work performed by contractors on behalf of the Ministry of Transportation and Communications.
Key Identifier:	Contract number and tender item
Size:	500
Mode of Storage:	Paper file
Retention Period:	35 years (fiscal)

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

FILE NAME: WATER TRANSPORTATION REPORT -
OPERATING EXPENSES OF FERRY BOATS

Division/Branch: Financial Branch

Objective: To provide data to report to Statistics Canada the Ministry of Transportation and Communications operating expenses of the various ferries in compliance with Water Transportation Report, Statistics Act, Chapter 257.

Content: The operating expenses of ferries under the Ministry of Transportation and Communications' jurisdiction.

Key Identifier: None

Size: Not available

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: MUNICIPAL ROADS AND STREETS
MILEAGE REPORTS

Division/Branch: Municipal Roads

Objective: To provide data on Municipal roads and streets for statistical and subsidy purposes.

Content: Breakdown of Municipal road mileages annually compiled by Ministry Districts, County, jurisdiction, surface type, number of lanes (1969 - 1977).

Available on request.

Key Identifier: Name, location, year

Size: 7,000

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF TRANSPORTATION AND COMMUNICATIONSFILE NAME:TELEPHONE STATISTICS - FINANCIAL

Division/Branch: Ontario Telephone Service Commission

Objective: To provide information on the operation of independent telephone systems in Ontario.

Content: Financial information on the operation and statistics on the number of phones etc. of the Independent Telephone Systems.

Key Identifier: Name of telephone system

Size: 40

Mode of Storage: Paper file

Retention Period: 8 years (calendar)

FILE NAME:WELLS FILE

Division/Branch: Special Services Office

Objective: To document source, quality and potential quantities of available water for human consumption and commercial use applications.

To ensure that there is an adequate water supply and that the water meets the regulations of the World Health Organization.

Content: Well-driller's log, contract prices for drilling wells, water well record (OWRC) form, chemical analysis and bacterial analysis reports, report of water samples of wells at all the department's patrol sites, and water depth recording charts for wells at service centres.

Key Identifier: District number, patrol number

Size: 450

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

FILE NAME: 1971 CENSUS PLACE OF WORK DATA

Division/Branch: Planning and Development Division
Urban & Regional Planning Office

Objective: To provide place of work and place of
residence data within Toronto Area
Regional Model Study (TARMS) Area.

Content: 1971 Census flow of employed labour
force between place of work and place
of residence within Toronto CMA,
Hamilton CMA and Oshawa CA by census
tracts.

Key Identifier: 1971 Census Tracts, Maps and list

Size: 650 zones

Mode of Storage: Computer tape and list

Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF LOGGING, 1971 - 1974

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA and the Ministry of Natural Resources with logging statistics for analysis and policy formulation. To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to confidentiality restraints and resource availability.

Content: Data for each establishment, by industrial classification on: cost of fuel and electricity, cost of materials and supplies, value of production, value added, employment and payroll.

Data for the individual establishment is strictly confidential. Aggregated data are subject to rules of confidentiality based on the Federal and Provincial Statistics Acts.

Key Identifier: Industrial classification(S.I.C. number) and establishment number

Size: 700 records per year

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF MANUFACTURES:
ENERGY CONSUMPTION, 1967-1973

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA
with manufacturing statistics for
economic analysis and policy formulation.

To supply other Ontario Government
Ministries and to the public, data for
aggregates of establishments, subject
to resource availability and confidentiality
constraints.

Content: Energy statistics commodities carried
in the Fuel and Electricity section of
the Census of Manufactures Questionnaires
by industry.

These aggregated data are subject to
rules of confidentiality based on the
Federal and Provincial Statistics Acts

Key Identifier: S.I.C.

Size: 2,800 records per year

Mode of Storage: Punch cards

Retention Period: 10 years "Consumption of fuel and
electricity by Ontario Manufacturing
Industries" is an annual publication
which commenced with the 1971 Census
of Manufactures Data

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURES:
ESTABLISHMENT DATA

Division/Branch:

Central Statistical Services
Data Management

Objective:

To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To supply other Ontario Government Ministries and the public with data for aggregates of establishments, subject to resource availability and confidentiality constraints.

Content:

- (1) (1966-1972) data for each establishment classified by industry, geographical location, type of organization and establishment size for Ontario. The statistics include inventories, fuel and electricity consumed by commodity, materials and supplies used, shipments, production, employment, payroll, hours worked, hours paid.
- (2) (1971-1974) same as (1) plus: a number of calculated statistics (e.g. value added) but excluding fuel and electricity commodity breakout.

Data for the individual establishments are strictly confidential. Aggregated data are subject to rules of confidentiality based on the Federal and Provincial Statistics Acts.

Key Identifier:

- (1) The first 4 and last 3 digits of the 13 digit Identification numbers relating respectively to standard industrial classification (SIC) and Establishment number
- (2) Record Serial number

Size:

- (1) 13,000 records per year
- (2) 13,000 records per year

Mode of Storage:

- (1) Paper file. In addition computerized files are generated at establishment level containing principal statistics and fuel and electricity statistics by commodity.
- (2) Magnetic tape

Retention Period:

- (1) Paper files - 25 years, computerized files - 10 years
- (2) 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURES:
ESTABLISHMENT DESCRIPTION, 1970-1976

Division/Branch:

Central Statistical Services
Data Management

Objective:

To generate selected and sorted listings and labels of Ontario Establishments reporting in the Census of Manufactures for mailout purposes and for assistance in analysis.

Content:

Names and addresses of establishments, classified by industry, geographical location, change in establishment status (e.g. by amalgamation or by industry transfer) and in some cases, by employment size range and type of ownership (Canadian or foreign owned). Generated in alphabetical, geographical or industry sequences.

Files are initially confidential although special arrangements exist to facilitate release of data within the government for restricted use by specific branches. When all establishment data are validated for a given census year, then the basic establishment description information (except Head Offices available after validation and ancillary units).

Key Identifier:

Record Serial Number

Size:

16,000 records per year

Mode of Storage:

Magnetic tape and computer printouts

Retention Period:

Paper files - 12 years
Computerized files - 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURES:
MANUFACTURED COMMODITIES

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to resource availability and confidentiality constraints.

Content: (1) All publishable output commodity statistics (quantities and values) for all Ontario.
(2) Output commodities, by establishment for Ontario. Each record is classified for geographical location (by municipality, economic region and metropolitan area codes and industry).

Data for the individual establishments are strictly confidential. Aggregated data are subject to rules of confidentiality based on the Federal and Provincial Statistics Acts.

(1) contains data which are releasable on request

Key Identifier: (1) Standard Industrial Commodity Classification

(2) Record Serial Number

Size: (1) 1,750 records per year

(2) 33,000 records per year

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURES:
NEW ESTABLISHMENT FILE

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to resource availability and confidentiality constraints.

Content: Establishment level information, for several years of establishment operation (1966-1971). In addition to the principal statistics each record includes information on the age of each establishment and its status (active or discontinued). The file is designed to facilitate the inclusion of new data as they become available.

Data for the individual establishments are strictly confidential. Aggregated data are subject to rules of confidentiality based on the Federal and Provincial Statistics Acts.

Key Identifier: Year of operation and Record Serial Number

Size: 6,000 records

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:CENSUS OF MANUFACTURES:
PRINCIPAL STATISTICS

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to resource availability and confidentiality constraints.

Content: (1) (1961-1974) Industry level principal statistics for Canada and for each province.

(2) (1949-1961) Major industry group level principal statistics for Canada and for each province.

(3) (1961-1974) Industry level principal statistics for Ontario.

Data for the individual establishments are strictly confidential. Aggregated data are subject to rules of confidentiality based on the Federal and Provincial Statistics Acts.

(1) and (2) contain data which are releasable on request.

Key Identifier: (1) Census Year and SIC
(2) Census Year and Major Industry Group
(3) Census Year and SIC

Size: (1) 32,500 records
(2) 3,500 records
(3) 3,000 records

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENT AFFAIRSFILE NAME:CENSUS OF MINES

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA and the Ministry of Natural Resources with mining statistics for analysis and policy formulation.

To supply to other Ontario Government Ministries and to the public, data for aggregates of establishments, subject to confidentiality restraints and resource availability.

Content: (1) (1964-1973) Data, for each establishment, by industrial classification on: inventories, fuel and electricity consumed, materials and supplies used, shipments, production, employment and payroll and their components.

(2) (1968-1971) Data, for each establishment, by industrial classification on cost of fuel and electricity, cost of materials and supplies, value of production, value added, employment and payroll.

Data for the individual establishment are strictly confidential. Aggregated data are subject to rules of confidentiality based on the Federal and Provincial Statistics Acts.

Key Identifier: (1) First 4 and last 3 digits of the 12 digit identification numbers, relating respectively to the industry classification (SIC) and the establishment number

(2) SIC number and the establishment number

Size: Approximately 650 records per annum

Mode of Storage: (1) Paper file

(2) Magnetic tape

Retention Period: (1) 25 years

(2) 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF MANUFACTURES
MULTI-YEAR ESTABLISHMENT LEVEL
FILE OF ONTARIO MANUFACTURING STATISTICS
(MEFOMS)

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA with manufacturing statistics for economic analysis and policy formulation.

To facilitate analysis of Census of Manufactures data at low levels of aggregation in accordance with the needs of Ontario Government Ministries and the public, subject to confidentiality restraints and resource availability.

Content: (1971-1974) Data for each establishment are provided, including: standard industrial classification, county-municipality code, Economic Region and Planning Region Codes, type of organization code, value of shipments, value added, number production workers and number salaried employees (males and females), production wages, total salaries, total costs of fuel and electricity consumed, cost of manufacturing materials.

These data are subject to the rules of confidentiality based on the Federal and Provincial Statistics Acts

Key Identifier: Census year, Record Serial number

Size: 50,000 records

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF POPULATION AND HOUSING

Division/Branch: Central Statistical Services

Objective: To provide data to government researchers and policy planners.

Content: Preplanned tabulations in the subject matter areas of:

1. Demography
2. Family
3. Households
4. Housing
5. Schooling
6. Income
7. Labour Force
8. Immigration/migration
9. Intra area travel

for the census years 1961 and 1971.

Size: Approximately 495

Key Identifier: Year and geographic code

Accessibility: Not confidential

Mode of Storage: Microfilm (1971 only) and tape

Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: CENSUS OF MANUFACTURES
COUNTY - MAJOR INDUSTRY GROUP DATA

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of TEIA with
manufacturing statistics for economic
analysis and policy formulation.

To facilitate analysis of aggregate county
level data in accordance with the needs
of Ontario Government Ministries and the
public, subject to confidentiality
restraints and resource availability.

Content: (1967-1974) Data for each major group
within county consisting of: number of
establishments, number of male employees,
number of female employees, salary and
wages, value added (manufacturing), value
added per employee and wages and salaries
per employee.

These data are subject to the rules of
confidentiality based on the Federal
and Provincial Statistics Acts

Key Identifier: Census year, County and Major Industry Group

Size: 8,000 records

Mode of Storage: Magnetic tape

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: NON-NHA MORTGAGE REGISTRATIONS IN ONTARIO

Division/Branch: Central Statistical Services

Objective: To provide data for Economic Analysis and Financial Planning.

Content: Data on conventional real estate mortgages (excluding chattel mortgages) registered in Ontario.

Data includes number of conventional mortgages, class of mortgagor and mortgagee, amount of mortgage, interest rate per annum, length of contract, municipality.

Key Identifier: 1. Mortgage registration number
2. Registry office/land titles office number

Size: 280,000 records (conventional mortgages per annum)

Mode of Storage: Punch cards, magnetic tape and computer disc

Retention Period: 3-5 years (not decided)

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENT AFFAIRS

FILE NAME: QUARTERLY FINANCIAL STATISTICS OF
ACTIVE CREDIT UNIONS IN ONTARIO

Division/Branch: Central Statistical Services

Objective: To provide statistical data for:

- (a) Administration of The Credit Unions and Caisses Populaires Act, SO 1976.
- (b) Economic analysis by Ministry of Treasury, Economics and Intergovernmental Affairs.
- (c) Statistical growth analysis by O.C.U.L. and CUNA.

Content: Quarterly financial data on Active Credit Unions in Ontario, including:

- 1. Assets, liabilities
- 2. Member's equity
- 3. Income and expenditures
- 4. Reserve accounts, surplus account
- 5. New loans issued
- 6. Non-financial data (memberships, purpose of loan, etc.)

Key Identifier: Charter number

Size: 1,200 records (credit unions)

Mode of Storage: Punch card, magnetic tape

Retention Period: 3 - 5 years not decided

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: SURVEY OF REAL ESTATE BROKERAGE FIRMS

Division/Branch: Central Statistical Services

Objective: To provide this ministry and the central policy research units with information about the real estate industry in Ontario for fiscal and planning studies related to the service industries.

Content: Data including annual financial statistics in terms of income, business and consumers expenditures and the number of employees and quarterly information to provide a measure of output for the industry such as number of real estate transactions and their value.

Annual publication started with 1972.

Aggregate available

Key Identifier: Name and address of real estate firms the first 4 of 6 digits for company the 5th digit for region and the last 1 digit for stratum

Size: 3,000 approximately

Mode of Storage: Punch cards, magnetic tapes

Retention Period: 5 years minimum

Geographic Coverage: Location of firm

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:AREA STUDIES

Division/Branch: Project Implementation Division

Objective: To provide data on local community conditions.

To provide information to other agencies of government concerned with the physical and economic development of the province.

To provide data as a basis for local planning, subdivision and official plan review, location of new town sites, transportation studies, etc.

Content: Survey data, (base study year) analysis and forecasts of population, employment and households (permanent and seasonal) and land use for most of the Province by municipality and traffic zone for period 1963 - 1972.

Dated

Program discontinued

Key Identifier: Study name, municipality, traffic zone

Size: Not recorded

Mode of Storage: Paper files, maps and tables

Retention Period: 5 years from 1976. Final disposition: Archivist

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: SUBDIVISION APPLICATION DATA SHEETS

Division/Branch: Project Implementation Division

Objective: To provide data to determine the rate of application and approval by quantity and time of subdivision applications.

Content: A summary, by municipality, of the applications for approval of the plans of subdivisions submitted to the Ministry of Treasury, Economics and Intergovernmental Affairs from 1946 to 1968 with respect to number of lots, date of submission, date of draft appeal, date of final approval, area, registration date and number, etc.

Statistical file no longer maintained

Dated

Key Identifier: 1. Numeric code
2. Municipality

Size: Not stated

Mode of Storage: Paper file, map and tables

Retention Period: 5 years from 1976
Final disposition: Archivist

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME:URBAN LAND USE IN ONTARIO

Division/Branch: Project Implementation Division

Objective: To provide data on the quantities of each urban land area devoted to different uses, in a sample of urban municipalities (5) to be examined as a comparative background against which standards and forecasts may be considered.

Content: An analysis of urban land use areas in selected Ontario municipalities and includes quantities in each devoted to different land uses in relation to population size.

Dated

Publication: "Urban Land Use in Ontario Areas and Densities, 1970"

Key Identifier: Urban municipality

Size: Not stated

Mode of Storage: Paper file

Retention Period: Until stock of publication depleted

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: FINANCIAL STATEMENTS OF MUNICIPALITIES

Division/Branch: Municipal Finance Branch

Objective: To fulfill the statutors requirement to file an annual audited statement by each municipality.

Content: Audited financial statement of each municipality.

Summaries of revenue fund, capital fund, long term liabilities, long term debt charges, demographic data, tax collection record, etc.

Key Identifier: Municipality name

Size: 835 in 1976. Varies.

Mode of Storage: Paper file

Retention Period: Permanent

FILE NAME: GRANTS REGISTER

Division/Branch: Municipal Finance Branch

Objective: To provide a list of provincial grants received by each municipality in Ontario.

Content: A list of municipalities with the provincial grants received by each.

Key Identifier: Municipality name

Size: Varies

Mode of Storage: Paper file

Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: MUNICIPAL TAXATION ANALYSIS FORMS

Division/Branch: Municipal Finance Branch
 Objective: To provide municipal taxation information.
 Content: Details of the annual taxation levy (assessment, mill rates, taxation and special charges).

 Key Identifier: Municipality name
 Size: Varies
 Mode of Storage: Paper file
 Retention Period: 10 calendar years

FILE NAME: POPULATION OF A LOCAL MUNICIPALITY

Division/Branch: Municipal Finance Branch
 Objective: To provide an analysis of population by age groups.
 Content: Population of each local municipality.
 Annual Publication: "Municipal Directory".
 Total Populations

 Key Identifier: Municipality name
 Size: 796 in 1976. Varies.
 Mode of Storage: Paper file
 Retention Period: Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

FILE NAME: RETURN OF ASSESSMENT

Division/Branch:	Municipal Finance Branch
Objective:	To provide information on assessment.
Content:	The assessment of real property and business upon which taxes are levied.
Key Identifier:	Municipality name
Size:	796 in 1976. Varies
Mode of Storage:	Paper file
Retention Period:	Permanent

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: THE FARM TAX REDUCTION PROGRAM

Division/Branch: Subsidies Branch

Objective: To provide data on payments made for each farm property in order that recovery action can be taken if required.

Content: Roll number, acreage, assessment and municipal tax information on all farm properties in Ontario from the year 1970 onwards. Since 1973 the farm properties have also been classified by type, i.e., mixed, fruit, livestock, tobacco, etc.

Key Identifier: Assessment roll number by municipality

Size: 240,000

Mode of Storage: Computer and microfilm

Retention Period: 12 years

FILE NAME: INVENTORY OF PROVINCIALY-OWNED PROPERTIES

Division/Branch: Subsidies Branch

Objective: To provide a computerized listing of all provincially-owned properties (excludes properties owned by Crown Agencies).

Content: Assessment roll number, municipal location, name of owning Ministry, name of user Ministry, size of property, assessed value, use of property, property description and payments made.

Key Identifier: Assessment roll number by municipality

Size: 44,000+

Mode of Storage: Computer tape + print

Retention Period: Print - 8 years
File tape - 5 generations

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: MANAGED FOREST TAX REDUCTION PROGRAM

Division/Branch: Subsidies Branch

Objective: To provide data on payments of grants to eligible owners of managed forests in order that recovery action can be taken when required.

Content: Property roll number, managed forest acres and assessment, and applicable taxes for managed forest properties on which grants have been paid from the years 1973 and 1974 onwards.

Key Identifier: Name of municipality, roll number, property owner

Size: 8,000

Mode of Storage: Computer tape

Retention Period: 12 years

FILE NAME: MUNICIPAL AND SCHOOL TAX CREDIT ACT - LIENS

Division/Branch: Subsidies Branch

Objective: To document officially the debt that each program participant may owe to the Province in the event of transfer of ownership of the benefitting property.

Content: Copies of all liens under the program which are charges against the benefitting properties of program participants. The lien form details the name of the property owner and the legal description of the property against which the lien has been issued.

Aggregates are available.

Key Identifier: Sequential number applied by Branch

Size: 5,000 approximately

Mode of Storage: Paper file

Retention Period: Not determined

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: PARTIAL INVENTORY OF PROVINCIALLY-OWNED PROPERTIES

Division/Branch: Subsidies Branch

Objective: To record the payment of subsidies (payments in lieu of taxes and the payment of taxes for tenants to municipalities).

Content: Assessment and municipal tax bill details with respect to provincially owned properties, up to 1974 - after 1974 this information kept only for tenant-occupied properties, as the Grant-in-lieu municipal file used chiefly for correspondence since payments were recorded on computer.

Key Identifier: Name of municipality in which property situated - name of government ministry responsible for property

Size: 8,000+ (6,000 properties on which payments in lieu are made; 2,000 properties on which taxes are paid for tenants)

Mode of Storage: Kardex tray

Retention Period: Determined by ownership of property by province

FILE NAME: PER CAPITA GRANTS REGISTER

Division/Branch: Intergovernmental Finance & Grants Policy Branch

Objective: To determine the population base and to calculate per capita grants paid to municipalities.

Content: Population and calculations of per capita and policing grants paid to municipalities.

Key Identifier: Name of municipality

Size: 1,000

Mode of Storage: Paper file

Retention Period: 10 years

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRSFILE NAME: UNCONDITIONAL GRANTS

Division/Branch: Intergovernmental Finance and
Grants Policy Branch

Objective: To maintain an accurate (machine
readable) historical record of
Ontario Assistance to Local Governments
in the form of Unconditional Grant
Entitlements.

Content: Unconditional Grant Entitlements,
1973 - present: *

- Resource Equalization
- General Support
- Northern Ontario Special Support
- Per Capita, General
- Per Capita, Policing
- Density

Key Identifier: Municipal code

Size: Approximately 1,000 records/year

Mode of Storage: Tape and paper

Retention Period: 10 years, local
10 years, records centre

* N.B. - 1967-1972 Per Capita grants are also available (paper file only).

Government
Publications

BINDING ... AUG 26 1980

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